

Annexure 4

Privacy policy

Effective date: 1 July 2021

Bras Parts (Pty) Ltd is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services, or as a stakeholder of Bras Parts (Pty) Ltd.

It is important that you take all necessary and appropriate steps to protect your data yourself (for example, by ensuring that all passwords and access codes are kept secure).

Bras Parts (Pty) Ltd has dedicated policies and procedures in place to protect all personal information collected and processed by us. Please read below for more information on how we collect, process, use and disclose personal information.

Registered address: Plot 131 Dewar Street, Derdepoort, Pretoria, 0035

Information officer contact details: info@brastrucking.co.za

Collection of data

Personal data may either be collected directly from you, as data subject, or it may be collected from other sources such as:

- a) From your employing company
- b) Through credit checks
- c) Through the use of cookies on our website

Where information is not collected directly from you as a data subject, we will take reasonable steps to inform you of the fact that the information was collected and will be processed.

You must not send us personal information about someone else without first getting his or her consent for it to be used and disclosed in the ways set out in this terms and conditions. This is because we will assume he or she has consented although we may still ask for confirmation from them. Where you do give us information about someone else, or someone else discloses a connection with you, that information may be taken into account with your other personal information.

Prospective employees

In applying for this position you may provide us with personal information as part of the application process. We may also obtain personal information while performing the required background check, reference check and credit check if relevant.

Annexure 4

The personal information that may be obtained during this process is as follows:

Personal information	Purpose for processing	Legal basis for processing
Race	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Gender	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Marital status	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
National, ethnic or social origin	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Age	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Language and birth of the person	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Education history	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Criminal history, alleged commission of offence and proceedings in respect of these offences	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Employment history	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
ID number	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
E-mail address	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party

Annexure 4

Physical address	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Telephone number	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Location information	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature, or further correspondence that would reveal the contents of the original correspondence	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
The views or opinions of another individual about the person	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Name of individual if it appears with other personal information	Provided for possible employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party

Employees

Bras Parts (Pty) Ltd must process personal information of their employees for various legal and employment purposes. The information that will be processed is as follows:

Personal information	Purpose for processing	Legal basis for processing
Race	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Gender	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Marital status	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
National, ethnic or social origin	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party

Annexure 4

Age	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Language and birth of the person	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Education history	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Criminal history, alleged commission of offence and proceedings in respect of these offences	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Employment history	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
ID number	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
E-mail address	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Physical address	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Telephone number	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Location information	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Biometric information	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party

Annexure 4

Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature, or further correspondence that would reveal the contents of the original correspondence	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
The views or opinions of another individual about the person	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Name of individual if it appears with other personal information	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Trade union membership	Provided for employment purposes	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party

Customers

In order for us to provide you with the best service, we need to collect and process personal information from you as a customer. This information will consist of the following:

Personal information	Purpose for processing	Legal basis for processing
Gender	Provided for provision of service	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Financial history	Provided for provision of service	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Criminal history, alleged commission of offence and proceedings in respect of these offences	Provided for provision of service	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
ID number	Provided for provision of service	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
E-mail address	Provided for provision of service	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party

Annexure 4

Physical address	Provided for provision of service	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Telephone number	Provided for provision of service	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Location information	Provided for provision of service	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Personal opinions	Provided for provision of service	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature, or further correspondence that would reveal the contents of the original correspondence	Provided for provision of service	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
The views or opinions of another individual about the person	Provided for provision of service	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Name of individual if it appears with other personal information	Provided for provision of service	Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party

Bras Parts (Pty) Ltd will keep your personal information confidential at all times, however, you agree and consent that Bras Parts (Pty) Ltd may:

- a) Communicate with you electronically in relation with the service or product being provided (email, fax, telephone or through any other relevant or secured electronic platform)
- b) Obtain any relevant personal information, from any person or institution, necessary to comply with the agreement between you and Bras Parts (Pty) Ltd
- c) Obtain credit information from any person or institution where necessary
- d) Verify the information provided herein and to contact other third party for purposes of the same
- e) Disclose personal information to regulatory or government agencies in accordance with the relevant legislation or directive
- f) Use personal information to market new or other products of the company which may be suitable or relevant to you

Annexure 4

Individuals screened for COVID 19

The following needs to be explained verbally to anyone who needs to complete documentation with personal information for COVID 19 Screening. It may also be documented on the document to be completed:

The personal information collected is necessary to comply with the COVID 19 screening as required by the Disaster management Act and supplementary regulations and directives. This information will be kept confidential unless disclosure is required by law. E.g. should a positive case be identified. This information will be stored for a period of one year and thereafter be destroyed. If you do not provide the information as required, we can limit or refuse you access to the premises.

CCTV Monitoring

The premises of Bras Parts (Pty) Ltd is monitored by CCTV footage. This footage is only processed for security purposes and not shared with any person or entity outside the company. CCTV footage is retained for a period of one year after which it is destroyed.

Consent

Where the legal basis for us processing your personal information is consent as above, it will be included in the contract or agreement concluded with you. This consent may be withdrawn at any time, however this withdrawal of consent will not make processing we undertook before your withdrawal unlawful. You will not suffer any detriment for withdrawing your consent.

You may withdraw your consent by contacting our information officer, whose details are provided at the beginning of the privacy policy.

Where the legal basis for processing is for the proper performance of the contract, and you fail to provide us with the information or request us to stop processing this information, it may create limitations on our performance of the contract or agreement.

Sharing information

In processing your personal information, we may share it with third party processors under an operator's agreement. These include but are not limited to:

- a) Email management and distribution tools
- b) Data storage providers
- c) Server hosts
- d) Attorneys performing credit check

As an operator, these service providers will not be able to process or use your data for any reason other than to provide the service as required by us. They also need to implement proper safeguards to ensure the personal information is secured at all times.

Retention

Bras Parts (Pty) Ltd is required to comply with various different legislative retention periods, which leads to different retention requirements. As such we have opted for the longest retention period required from us for legal purposes and apply this to all our data. Your personal information will be kept for a period of five (5) years in order for us to comply with all legal requirements.

Your legal rights

You have the following rights under the Protection of Personal Information Act:

- a) Request access to your personal information
- b) Request a correction or deletion of personal information

Annexure 4

- c) Object to the processing of personal information
- d) Lodge a complaint to the Information Regulator

If you want to exercise any of the rights described above, or are dissatisfied with the way we have used your personal information, please contact the information officer.

[Changes to this policy](#)

This policy may change from time to time. The latest effective date will be highlighted at the start of the privacy policy.