

PRIVACY NOTICE

“Data Subject” means the person to whom personal information relates.

Mastershred Data Subjects include:

Customers and/or Potential Customers

Providers of Goods and Services

Applicants/Prospective Employees

The types of personal information Mastershred collects from Data Subjects includes:

Name and Surname; Banking and Financial Details; Physical Address; Postal Address;
ID Number and copies of ID Documents; Signature; Date of Birth; Email Address;
Contact Numbers;
Designation; Company name; website address; registration number and vat number;
Curriculum Vitae with personal information and special personal information.

From **Customers and/or Potential Customers** Mastershred collects, uses and retains personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Tendering	We have the data subjects Consent as the information provided by the Data Subject	Until consent is withdrawn
Invoicing	To conclude or perform a contract to which the data subject is party	Until legal or other retention period expires

From **Providers of Goods and Services** Mastershred collects, uses and retains personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Procurement and Delivery of Goods and Services	To perform a contract to which the data subject is party	Until legal or other retention period expires
Processing of Payments	To perform a contract to which the data subject is party	Until legal or other retention period has expired

Invoicing Customers	To perform a contract to which the data subject is party	Until legal or other retention period has expired
Legal Requirements	For the conduct of court proceedings	Until legal or other retention period has expired (The prospective Act)
Tendering	We have the data subjects consent	Until legal or other retention period has expired

The following type of personal information is collected by Mastershred from sources other than from the Data Subject directly:

Data Subject Type	personal information Type	Indirect Source Name
Potential Customer	Company Name and Registration Number, Physical and Company Representative Contact Details	Tender Bulletins
	Contact Names and Numbers	Referrals from Data Subjects and Responsible Parties

Processing of Special personal information

Mastershred will seek to obtain the specific consent of all Data Subjects to the Processing of their Special personal information. Notwithstanding this, failure to obtain such consent will not preclude from Processing the Special personal information in certain circumstances where it is expressly permitted to do so in accordance with the provisions of the Act.

Sharing of personal information

Mastershred may be mandated to disclose your personal information in response to requests from a court, police services or other regulatory bodies. Where feasible, Mastershred will consult with you prior to making such disclosure; and in order to protect your privacy, will ensure that only the minimum amount of your personal information necessary is shared.

Mastershred shares personal information with the following Responsible Parties as may be required to fulfil legal, statutory and financial requirements. Where detail is required on who the Responsible Parties are, this information may be requested using the access to information process. The relevant forms are available on the Company website www.mastershred.co.za

Data Subject	Organisation	Type	Country
Customers	Legal Firms	Responsible Party	South Africa
	Financial Institutions	Responsible Party	South Africa
	Auditing and Accreditation Companies	Responsible Party	South Africa
Providers	Auditing and Accreditation Companies	Responsible Party	South Africa
	Legal Firms	Responsible Party	South Africa
	Financial Institutions	Responsible Party	South Africa
	Customers and potential customers	Responsible Party	South Africa
	Employer/Third Party representative Contract/subcontract)	Responsible Party	South Africa

Safeguarding of personal information

Appropriate, reasonable technical and organisational measures are taken to prevent loss of, damage to or unauthorised destruction of personal information and unlawful access to or Processing of personal information. Any internal or external risks to the personal information must be reported by Mastershred employees to the Information Officer or any other person designated by Mastershred.

Employees must treat all personal information collected and/or processed by it as confidential, they may not disclose it to any other party; and must make every effort to secure the integrity and confidentiality of the personal information collected by Mastershred following appropriate procedures regarding security of personal information.

Mastershred may appoint Operators to process personal information and to establish and maintain security measures to safeguard against any risks identified. These Operators will only process such information with the knowledge and authorisation of and must treat the personal information as confidential and not disclose it. Operators will notify Mastershred where there are reasonable grounds to believe that the personal information of Data Subjects has been accessed or acquired by an unauthorised person.

Should the confidentiality of the personal information be compromised, this must be reported as soon as reasonably possible to the Information Officer. The Regulator must be notified and the Data Subject must be notified in writing informing the Data Subject of any protective measures Mastershred intends to take.

Over Processing of personal information

Mastershred limits the amount of personal information collected to only what is needed for the purposes as described above.

Limited Access

Mastershred, where reasonably practicable, restricts, secures and controls all information assets against unauthorised access, damage, loss or destruction whether physical or electronic.

Retention of Records and personal information

Mastershred retains personal information only for as long as is described in the Tables above.

Research and/or Statistics

If Mastershred retains your personal information for historical or statistical purposes, Mastershred will ensure that the personal information cannot be used further.

Transborder Information Flows

Mastershred will only transfer the personal information of a Data Subject to a third party who is in a foreign country if:-

The third party is subject to a law, binding corporate rules or binding agreement which provides an adequate level of protection and which is substantially similar to the conditions of lawful processing in terms of the Act; and which includes provisions which are substantially similar to section 72 of the Act; or

- The Data Subject consents to the transfer; or
- The transfer is necessary for the performance of a contract between the Data Subject and ; or
- The transfer is necessary for the implementation of pre-contractual measures taken in response to the Data Subject's request; or
- The transfer is necessary for the conclusion or performance of a contract concluded in the interest of the Data Subject between and a third party; or
- The transfer is for the benefit of the Data Subject and it is not reasonably practicable to obtain his/her/its consent; and if such consent could have been obtained the data subject would have given it.

Accuracy of personal information

While in Mastershred's possession, together with your assistance, the Company will strive to maintain the accuracy of your personal information.

Access to personal information

You have the right to request access to any personal information Mastershred may hold. If any of that information is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or has been unlawfully obtained, you may request that the Company stop using it or even delete it completely. If Mastershred receives such a request, it must, as soon as reasonably practicable, and in compliance with the Act:

- correct the personal information;
- destroy or delete the personal information;
- provide the Data Subject, to his or her satisfaction, with credible evidence in support of the personal information; or
- where agreement cannot be reached between and the Data Subject, and if the Data Subject so requests, take such steps as are reasonable in the circumstances to attach to the information in such a manner that it will always be read with the information, an indication that a correction of the information has been requested but has not been made.

Portability of personal information

Where you have previously given your consent to process your personal information, you also have the right to request that Mastershred transmit your personal information to another Responsible Party.

Right to Object

Where it may have been necessary to get your consent to use your personal information, at any moment, you have the right to withdraw that consent. Should you withdraw your consent; the Information Officer will explain the consequences to you as it may affect the continued provision of Mastershred's services to you. If you withdraw your consent, Mastershred will cease using your personal information without affecting the lawfulness of processing based on the consent before your withdrawal.

You have the right to lodge a complaint with the SA Information Regulator using the contact details provided below.

Mastershred

Information Officer: Mr Ian Muller

Unit A4, Wesrihan Park,
160 Edison Cres,
Hennopspark, Centurion, 0172

Organisation email:
admin@mastershred.co.za

Website: www.mastershred.co.za

The SA Information Regulator

The Information Regulator (South Africa)

PO Box 31533 Braamfontein
54 Maxwell Drive, Woodmead
Johannesburg, 2191

POPIAComplaints@inforegulator.org.za

Phone: 010 023 5200