



ABREY ECO PARK
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DATA PROCESSING POLICY

POPIA COMPLIANCE BLS (Pty) Ltd

DOCUMENT NAME AND VERSION	Data Processing Policy V1
DRAFTED BY	M. Van Rensburg
AUTHORISED BY	
DATE	

This processing notice applies to Personal Information processed by Bottom Line Solutions (Pty) Ltd (BLS). “Customers”, “Suppliers and “Staff”, stakeholders and all Data Subjects from whom BLS collects personal information. At BLS we endeavour to limit the processing and further processing of your Personal Information to the extent necessary, as stated in our Data Processing Policy. All Data is Processed and further Processed in accordance with the Protection of Personal information Act 4 of 2013(POPIA) and our Privacy Policy.

1. About This Data Processing Policy

This Data Processing Policy applies to the Personal Information that Bottom Line Solutions (Pty) Ltd processes and further processes in order to:

- add new customers/ suppliers /service providers/employees (hereinafter referred to as stakeholders) onto our system.
- Personal information collected by our Human Resources Department in the recruitment/ employment / payroll process.
- Perform Credit/background checks

***For any questions or requests regarding this Policy or if a Data subject would like to exercise his rights including contacting the Information officer, please use the following contact information of the Information officer on:
0312074532 / matthew@blsportco.co.za***



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- To enable us to render contracted/requested services, including but not limited to:
 - a. Clearing & Forwarding
 - b. Ships Agency
 - c. Transport/storage subcontracting
 - d. Other related services
- To enable us to invoice customers for services rendered
- General communication with customers;

2. Information Processed

The stakeholder information we process may include:

Customers/Clients /Service Providers:

- Company Name
- SARS information
- Banking Details
- Addresses
- Contact numbers
- Email addresses

Employees:

- Employee names
- Banking Details
- Identity numbers
- Race
- Gender
- Addresses
- Telephone numbers

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- Email addresses
- Income Tax number
- Medical Records

3. Who We Hold Information On

- Customers
- Clients
- Suppliers
- Service providers
- Employees

4. Information Recipients

We share information with:

- Customers
- Suppliers
- Lawyers
- Auditors
- Consultants
- SARS
- Transnet

5. Grounds for Processing

When we collect, and process personal information, we do so:

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- where necessary for compliance with legal and compliance obligations;
- as necessary to operate our business, protect the security of our systems, customers and users, detect or prevent fraud, or fulfil our other legitimate interests as described above, except where our interests are overridden by how we rely on legitimate interests to process personal information, the individuals to whom the personal information relates have the right to object

6. Locations of Processing

Your personal information may be stored and processed in Kloof, Kwa- Natal, South Africa. Your personal Information is processed using the following systems:

- Pastel
- TNPA Online
- Shipshape
- SARS EDI
- Manual and Electronic Filing systems

7. Data Subject Rights

You have the right under certain privacy and data protection laws, as may be applicable, to request free of charge:

- access to your personal information;
- rectification or erasure of your personal information; and
- restriction of our processing of your personal information, or to object to our processing;

If you wish to exercise these rights, please submit your request via our information officer:

Matthew George Van Rensburg

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Email: matthew@blsportco.co.za

Tel: (031)207 4532

We will respond to your request consistent with applicable laws and our POPIA Manual.

Your rights to object, restrict or delete your personal data may be limited where we are legally required to process your personal data or have compelling reasons to override your request. You will be notified accordingly. To protect your privacy and security, we may require you to verify your identity.

8. Data Retention

We retain personal information for only as long as necessary to provide the Services and fulfil the transactions that our Customers have requested, or for other essential purposes such as complying with our legal obligations, maintaining business and financial records, resolving disputes, maintaining security, detecting and preventing fraud and abuse, and enforcing our agreements.

9. Data Security

We implement technical and organisational measures, such as User Access Restriction. Password controls, Antivirus software and firewalls, to seek to ensure a level of security appropriate to the risk to the personal information we process. These measures are aimed at ensuring the integrity, confidentiality, and availability of personal information.

10. Changes

We will update this processing notice from time to time. Any material changes will be communicated to you.

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