



OPENCAST MINING SERVICES * BUSINESS MANAGEMENT CONSULTING * MINE HEALTH AND SAFETY CONSULTING

Directors RJ Olivier, N Czövek Reg. Nr. 2017 / 284957 / 070
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PRIVACY NOTICE

UKUFAKWA TRADING (PTY) LTD, REGISTRATION NUMBER: 2017/284957/07 (“Ukufakwa Trading” or “we”, “our” or “us”) is bound by the Protection of Personal Information Act, 2013. (POPIA)

This Privacy Policy sets out how we treat the personal information that we collect, use and disclose and our procedures regarding the handling of personal information, including the

- **collection,**
- **use,**
- **disclosure**
- **storage**

of information, as well as the right of individuals and Firms to access and correct that information.

From time to time, we may revise or update this Privacy Policy, or our information handling practices.

If we do so, the revised Privacy Policy will be published.

1. DEFINITIONS

| Word: | Definition: |
|----------------------|--|
| Data | means information in electronic form; |
| Data subject | means the person to whom personal information relates; |
| Personal information | means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to- a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person; b) information relating to the education or the medical, financial, criminal or employment history of the person; c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person; d) the biometric information of the person; e) the personal opinions, views or preferences of the person; f) 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; g) the views or opinions of another individual about the person; and h) (h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person. |
| POPIA | means the Protection of Personal Information Act 4 of 2013; |
| User | means a person who uses a computer or other device to access this website; and |

| Word: | Definition: |
|-------------|--|
| Web browser | means an application used to access and view this website. Well known web browsers include Internet Explorer, Google Chrome, Mozilla Firefox, Opera and Safari. |

2. PERSONAL INFORMATION COLLECTED

Ukufakwa Trading may collect personal information in order to conduct our business, to provide our services and to meet our legal obligations.

By using our services, or by providing any personal information to us, you consent to the collection, use and disclosure of your personal information as set out in this Privacy Policy.

The types of personal information we collect and hold

The types of personal information we may collect, and hold includes (but is not limited to) personal information about:

- **Clients and potential clients**
- **Clients' client information**
- **Suppliers**

Personal information that we collect and hold may include:

- **Your name, address, contact telephone number and other contact details such as your email address;**
- **payment information (such as bank details);**
- **other personal information required to provide our services in specific cases**
- **details of your use of our products or services.**

You are not obliged to provide personal information to us. However, in many cases, if you do not provide your personal information to us, we may not be able to supply the relevant service that you have requested from us.

How personal information is collected and held by us

We collect personal information in the following ways:

- **when you fill in and return to us a signed client information forms, request quotes and scope of work via email or upon your or our request;**
- **in person, for example, when you engage with one of our directors, contractors or other staff members;**
- **when you connect to a third party or connect to our services via a third party, for example, social media platforms like our website or Facebook page; and**
- **in the course of providing services to you.**

Data storage

We store personal information in computer storage facilities and electronic and paper-based files.

We take steps to protect your personal information against loss, unauthorised access, use modification or disclosure. Some examples of the steps we take to protect your personal information include:

- **Ukufakwa Trading stores computer data and client information on servers, leased or owned by us.**
- **The databases are stored on servers which is not accessible from the Internet**
- **All servers are protected by firewalls and passwords**
- **All communication to and from our servers are encrypted**
- **Ensuring there are suitable password protection measures to access databases and access privileges in place to monitor and control access to our IT systems.**
- **Imposing restrictions on physical access to paper files.**
- **Requiring any third parties engaged by Ukufakwa Trading to provide appropriate assurances to handle your personal information in a manner consistent with the Privacy Act; and**

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- **Taking reasonable steps to destroy or de-identify personal information after we no longer need it for our business or to comply with the Law.**

3. USE AND DISCLOSURE

Ukufakwa Trading will only use personal information that you provide to us for the purposes for which you provided it.

Ukufakwa Trading will only disclose your personal information to third parties in limited circumstances where authorised by POPIA (for instance to enable the South African Police Service to investigate a criminal offence).

In some circumstances, you may provide to us, and we may collect from you, personal information about a third party. Where you provide the personal information of a third party, you must ensure that the third party is aware of this Privacy Policy, understands it and agrees to accept it.

Ukufakwa Trading also makes submissions available in response to requests under the Promotion of Access to Information Act 2 of 2000.

4. LINKS TO SOCIAL NETWORKING SERVICES

Ukufakwa Trading uses social networking services such as Facebook to communicate with the public about its work. When you communicate with Ukufakwa Trading through these services, that social networking service may collect your personal information for its own purposes.

These services have their own privacy policies which are independent of the privacy policy and practices of Ukufakwa Trading.

5. YOUR RIGHT TO ACCESS AND CORRECT PERSONAL INFORMATION

Ukufakwa Trading will provide you with access to any personal information that we hold about you. You may also request us to correct your personal information. Kindly contact Ukufakwa Trading's Information Officer to request access to your personal information or the correction of your personal information.

6. CONTACT DETAILS:

In the event that you need to contact Ukufakwa Trading for purposes related to this Privacy Notice, please send your request to:

Narisha Czovek
Information Officer
narisha@ukufakwa.co.za
+27 76 442 4227