

# **SPECIALISED AQUATIC FEEDS (PTY) LTD**

## **PRIVACY POLICY**



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## **1. Introduction**

Specialised Aquatic Feeds (Pty) Ltd, 2005/031665/07 (hereafter "SAF" or "we" or "us" or "our") respects your privacy and protection of your personal information is of great importance to us. We are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection

This privacy statement, together with the SAF POPI and PAIA manual, aim to inform you how SAF will treat any personal information that it may have concerning you and how you can access such personal information held.

Reference made to "POPIA" means the Protection of Personal Information Act 4 of 2013 and reference made to "PAIA" means the Promotion of Access to Information 2 of 2000 as amended.

By visiting our premises, communicating electronically with, and making use of services, you consent to the processing and transfer of your personal information as set out in this privacy statement below. SAF will take all reasonable measures, in accordance with this statement, to protect your personal information and to keep it confidential.

For this privacy statement, "personal information", "data subject" and "processing" will have the meanings given to them in the POPIA.

We may collect your information through visitation, job application form, business proposal and business, employment, insurance contracts purposes.

## **2. Application Of the Privacy Statement**

2.1. Our privacy policy applies to the processing of your personal information collected by us or on our behalf, such as data subjects who use of our products and services, and/or who provide us with products and services, clients and any other data subjects who engage with us.

2.2. This privacy statement does not apply to third party whom we are affiliated with or who use our services such as marketing.

## **3. Collection of Personal Information**

3.1 the personal information may be provided to us when by you / collected by us from you when we engage with you and / or when you make use of our products and services and/ when we make use of your products and services.

3.2 the kind of personal information will be dependent on the specification which it is intended for and its use. The specific purposes for which the information is collected for will be apparent from the context in which the information is requested including but not limited to when:

- I. the collection, receipt, recording, organization, collation, storage.
- II. updating or modification, retrieval, alteration, or us.
- III. dissemination employing transmission, distribution, or making available in any other form.
- IV. You apply for employment opportunities at SAF may be required to provide your name and surname, identity number, employment history, and criminal behaviour.

- V. Biometrics for access to certain premises of SAF as an employee.
- VI. You visit our premises where CCTV cameras are installed.
- VII. Where possible, we will inform you what information is voluntary or mandatory for you to provide to us and the consequences for failing to provide the requested information.
- VIII. We will only retain your personal information if necessary for the fulfilment of those purposes as have been identified by us and/or as required by law and/or as agreed with you.

#### **4. How we use your information**

- 4.1. Personal information will only be processed for the purposes for which it was collected and/or to comply with legal and regulatory obligations and/or as authorised by law and/or with your consent.
- 4.2. The purposes for which we process personal information includes, but is not limited to:

- Provide services or products to you.
- Provide access to restricted space on our premises.
- Comply with legal requirements.
- Market or promote products and services.
- Safety and security reasons.
- Compile non-personal statistical information about SAF's growth( skills, dominant gender) to promote equality and education.

#### **5. Disclosure of information**

5.1 SAF may disclose your personal information to third parties in certain circumstances, which include, but are not limited to:

- Where we have your consent.
- Where we are required to do so by law.
- To our service providers who are involved in the delivery of products or services to you.

Third parties who we disclose personal information to include, but are not limited to:

- Our service providers at SAF
- To the authorities(regulators, courts , law enforcement )

#### **6. The transfer of Information**

6.1 We may need to transfer your personal information to a third party for processing or storage. We will ensure that anyone to whom we pass your personal information agrees to treat your information with similar protection as provided for in the POPIA.

6.2. We may transfer your information to other countries which do not have similar protection as provided for in the POPIA, with your consent.

#### **7. Information Security**

7.1. We take appropriate and reasonable technical and organisational measures to prevent any unauthorised or unlawful access, loss of, damage to or unauthorised destruction of personal information

7.2. We have implemented various policies, procedures, and standards to safeguard personal information.

7.3. We regularly verify that the safeguards are effectively implemented and ensure that they are continually updated in accordance with the regulations.

7.4 SAF has implemented procedures to address actual and suspected data breaches and undertake to notify you and the relevant regulatory authorities of breaches in instances in which SAF is legally required to do so and within the period in which such notification is necessary.

7.5. Notwithstanding paragraph 7.1 to 7.3 above, to the extent acceptable by law, we shall not take liability for any loss, and /or damages arising from any unauthorised access, disclosure, misuse, or destruction of your personal information

## **8. the data subject rights**

8.1. Subject to the POPIA provisions, you have the right to:

I. Request access to your personal information.

II. Request, where necessary, the correction, destruction or deletion of your personal information.

III. Object to the processing of your personal information.

IV. Submit a complaint to the Information Regulator regarding the alleged interference with the protection of the personal information.

V. Institute civil proceedings regarding the alleged interference with the protection of your personal information.

## **9. Conditions and supporting terms**

This privacy statement can be accessed through visiting our website at

<https://www.specialisedaquaticfeeds.co.za/> and on SAF premises with all the supporting documents, terms and conditions of the privacy statement regulated by South African laws .

## **10. contact details**

Enquiries about this privacy statement may be directed to the following officers:

Information officer

Name: Phindile Kubheka

Telephone: +27 (0) 28 313 0253

Email address: [phindile@abagold.co.za](mailto:phindile@abagold.co.za)

Information officer

Name: Tracey Giles

Telephone: +27 (0)28 313 8581

Email: [tracey@safeeds.co.za](mailto:tracey@safeeds.co.za)

SAF's registration number: 2005/031665/07

## **11. Regulator Information**

You have the right to lodge a complaint with the Information Regulator in writing as per their website <https://www.justice.gov.za/inforeg/contact.html> to:

E-mail:

Complaints email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

General enquiries email: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)

Physical address

House 27 Stiemens Street  
Braamfontein  
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Postal address

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Braamfontein  
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