

ACCOUNTABILITY



The Responsible Party is accountable for compliance with POPIA.

In other words you as our Employee must ensure that POPIA is followed and that all uses of another's Personal Information is done in accordance with POPIA

When you process Personal Information on our behalf it must be done lawfully and in a reasonable manner that does not infringe the privacy of the Data Subject and it must be done in accordance with POPIA

If not – **then it will be unlawful Processing and result in possible fines, criminal and civil penalties**

LAWFULLY



Proper legitimate grounds are required to process Personal Data and can be done by authorised agents only under POPIA

Processing activities can be carried out only when there is an appropriate legal basis or legislative measures

PURPOSE



Personal Data must be collected only for accurately defined, evident and legitimate purposes specified at the moment of collection with those purposes

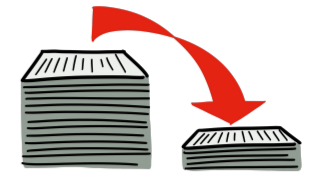
FAIRLY



Processing of Personal Information must be fair and transparent. Employees must provide the Data Subject with sufficient information about the processing of the Personal Information at the moment of collection, including:

- Purpose for the processing;
- What Personal Information is being collected;
- Who it is being shared with

MINIMISATION



Processing may not be excessive. Employees must limit the storage of the Personal Information to a strict minimum. Employees may only process Personal Information when it is:

- Relevant;
- Appropriate; and
- Limited to what is essential for the purposes for which the Personal Information is being collected

PROTECTION OF PERSONAL INFORMATION RULES

TRANSPARENCY



All Data Subjects should be made aware of the risks, rules, safeguards and rights concerning the processing of their Personal Information and how to exercise their rights in relation to updating or requesting that such processing is stopped. Any information or communications to a Data Subject must be concise, clear and easy to understand, and be sent out or communicated to the Data Subject in clear and plain language.

ACCURACY



Employees have a responsibility to take every reasonable step to make sure that Personal Information is precise and up to date, taking into account the specific purposes for which the Personal Information is collected and stored. All redundant and inaccurate Personal Information must be erased or corrected immediately.

INTEGRITY



Employees have a duty to process Personal Information in a manner that ensures proper security, including protection against unlawful or unauthorised processing and accidental loss, destruction or harm, using appropriate organisational and technical measures.

STORAGE LIMIT



Employees must ensure that Personal Information is not retained or kept on file for longer than is necessary. Once the Personal Information is used and no longer needed, it must be erased or deleted after the applicable legal retention period has expired.