

PROTECTION OF PERSONAL INFORMATION ACT (POPIA) POLICY:

Purpose and Scope

This policy outlines the procedures and guidelines that we, Zinda-Lefalatsa Group of Companies (Pty) Ltd, follow to comply with the Protection of Personal Information Act (POPIA). This policy applies to all employees, contractors, and third-party service providers who handle personal information on behalf of the company.

Definitions

In this policy, "personal information" means any information that can identify a natural or juristic person, including but not limited to names, contact details, identification numbers, and financial information.

Compliance

We are committed to complying with the POPIA in all aspects of our operations. This includes:

- Collecting personal information only for specific, legitimate purposes.
- Processing personal information only with the consent of the individual or where we have a lawful basis for doing so.
- Storing personal information securely and ensuring that it is accurate and up-to-date.
- Disclosing personal information only where necessary and with appropriate safeguards in place.
- Ensuring that individuals have the right to access, correct, and delete their personal information.
- Reporting any breaches of personal information to the relevant authorities and affected individuals.

Responsibilities

All employees, contractors, and third-party service providers who handle personal information on behalf of the company are responsible for complying with this policy and the POPIA. This includes:

- Only collecting personal information that is necessary for the specific purpose for which it is required.
- Ensuring that personal information is accurate and up-to-date.
- Storing personal information securely and protecting it from unauthorized access, theft, or loss.
- Only disclosing personal information where necessary and with appropriate safeguards in place.
- Reporting any breaches of personal information to the relevant authorities and affected individuals.
- Providing individuals with access to their personal information, correcting any inaccuracies, and deleting it where required.

Training and Awareness

We will provide regular training and awareness sessions to all employees, contractors, and third-party service providers who handle personal information on behalf of the company. This will include education on the requirements of the POPIA, how to comply with this policy, and how to report any breaches or incidents.

Review and Update

We will review and update this policy periodically to ensure that it remains relevant and up-to-date with any changes to the POPIA or our operations.

By following this policy, we aim to protect the privacy and personal information of individuals and ensure that we comply with all legal requirements.