

PRIVACY STATEMENT

ASCZA AND PRIVACY

ARCHIBUS Solutions Centre South Africa (Pty) Ltd, ("ASCZA"), is a company that understands the importance of treating information as an asset like our other important resources such as our people and technologies. We have processes in place to ensure the management and operations of structured, semi-, and unstructured information. We also have a thorough understanding of our company business processes to understand how they process information.

An important element of this information is personal information, regardless of whether it refers to a natural or juristic person. We acknowledge our accountability and responsibility when processing personal information. We also subscribe to the compliance required by the POPI Act.

ASCZA'S USE OF PERSONAL INFORMATION

Our core business processes focus on the delivery of specific ICT products and ICT services. These processes will not necessarily target personal information per se, but deal with personal information as it relates to how we conduct our business. We are committed to complying with the conditions for the lawful use of personal information as prescribed by the POPI Act.

THE PERSONAL INFORMATION WE PROCESS

Although we have a large range of stakeholders, they can be grouped as those who provide us with products / services and those who consume products / services delivered by us. Those who provide us with products / services are partners, suppliers, and service providers. Those who consume our products / services are customers / clients. We have no interest in processing personal information if it does not belong to these categories.

USING YOUR PERSONAL INFORMATION

We will only process specifically required personal information if it can be justified to support our business processes. Although our business processes and therefore the use of personal information is in many ways unique, we deal with personal information through our standard information operations processes which are:

- Create information – As accurately as possible;
- Receive information – From the data subject or verified source;
- Capture / Classify information – With ease of future processing in mind;
- Store / Archive Information – With protection in mind;
- Retrieve Information – Only when necessary;
- Share / Distribute Information - On a need-to-know basis; and
- Destroy information – Never to be re-constructed.

We apply the rules (conditions), as required by the POPI Act, to each of these standard information operations processes to ensure compliance.

INFORMATION SECURITY

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

When we contract with third parties, we impose appropriate security, privacy, and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure.

We will ensure that anyone with whom we share your personal information agrees to treat your information with the same level of protection as we are obliged to.

OUR UNDERTAKING TOWARDS YOUR PERSONAL INFORMATION

We undertake to:

- Limit the processing of your information to only what is necessary from a business perspective;
- Obtain your consent to process your information;
- Keep your information only if it serves its business purpose;
- Maintain the quality of your personal information;
- Allow you access to your personal information;
- Allow you the opportunity to withdraw your consent to use your personal information;
- Secure all personal information processed with us;
- Not transfer your information internationally without consent;
- Notify you ASAP if, by chance, your personal information has been breached.

OUR PERSONNEL

We realise, that apart from technologies posing a risk on information security, a key risk factor is also our own personnel. For that reason, we train our personnel in the lawful processing of personal information, we include their responsibility towards specific role based personal information in their employment contracts and our management personnel controls compliance on an operational level. We aim to maintain a culture where personnel are pro-actively on the lookout for breaches / potential breaches and are aware of how to report it.

HOW TO CONTACT US

If you have any queries about this notice; or need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please see our POPI Manual. You may also at any time correspond with the ASCZA Information Officer on the e mail address: POPI@ascza.co.za