

DATA PRIVACY POLICY	
Classification	POPIA / 04
Responsible person	Information Officer / deputy information officers
Version	2024/07
Review date	2025/07
Guideline documents	Werksmans Attorneys
Author	HR Manager
Managing Director Approval	Nomakhosi Mabaso
Signature	

1 INTRODUCTION

- 1.1 KING PIE HOLDINGS is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.
- 1.2 The Protection of Personal Information Act, 2013 ("**POPIA**") governs the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

2 WHAT IS PERSONAL INFORMATION AND WHY DO WE COLLECT IT?

- 2.1 Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include names, addresses, email addresses, phone, and facsimile numbers.
- 2.2 This Personal Information is obtained in many ways including [interviews, correspondence, by telephone and facsimile, by email, via our website www.yourbusinessname.com.au, from your website, from media and publications, from other publicly available sources, from cookies- delete all that aren't applicable] and from third parties. We don't guarantee website links or policy of authorised third parties.

- 2.3 We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for further or other purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.
- 2.4 You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.
- 2.5 When we collect Personal Information, we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

3 SENSITIVE INFORMATION

- 3.1 Sensitive information is defined in POPIA to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.
- 3.2 Sensitive information will be used by us only –
 - 3.2.1 For the primary purpose for which it was obtained
 - 3.2.2 With your consent, or where required or authorised by law.

4 THIRD PARTIES

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

5 DISCLOSURE OF PERSONAL INFORMATION

Your Personal Information may be disclosed in several circumstances including the following:

5.1.1 Third parties where you consent to the use or disclosure; and

5.1.2 Where required or authorised by law.

6 SECURITY OF PERSONAL INFORMATION

6.1 Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification, or disclosure.

6.2 When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information.

7 ACCESS TO YOUR PERSONAL INFORMATION

7.1 You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access, you're Personal Information, please contact us in writing.

7.2 To protect your Personal Information, we may require identification from you before releasing the requested information.

8 MAINTAINING THE QUALITY OF YOUR PERSONAL INFORMATION

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete, and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

9 POLICY UPDATES

This Policy may change from time to time and is available on the company website.

10 PRIVACY POLICY COMPLAINTS AND ENQUIRIES

If you have any queries or complaints about our Privacy Policy, please contact us at, www.kingpie.co.za alternatively you may contact the information Officer and or the Deputy Information officers below.

11 CONTACT DETAILS OF THE INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS

11.1 Name: **Nomakhosi Mabaso**

11.2 Address: **807 Richards Drive, Eastside Corporate Close, Midrand, 1635**

11.3 E-mail address: mabasok@kingpie.co.za

11.4 Telephone number: **011 564 9701.**

<u>Deputy information Officer</u>	<u>Deputy information Officer</u>
Legal & Commercial Executive: Renier Bouwer	CFO: Mohammed Matwadia
Telephone number: (011) 564 9701. Email address: bouwerr@kingpie.co.za	Telephone number: (011) 564 9701. Email address: Matwadiam@kingpie.co.za
<u>Deputy information Officer</u>	<u>Deputy information Officer</u>
Human Resource Manager: Nawhal Kock	Franchise Executive: Clinton Johns
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<u>Deputy information Officer</u>	<u>Deputy information Officer</u>
Marketing Manager: Bantu Vazi	Head of Manufacturing: Gloria Kgagabi
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<u>Deputy information Officer</u>	
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