

## POPI ACT Privacy Policy

Respecting and protecting your Personal Information is very important to M&D, as it is also a Constitutional right, legal, and good business practice requirement.

In line with the 8 Conditions in the Protection of Personal Information (PI) Act, 4 of 2013 (the Act), M&D:

- ◆ Accepts joint responsibility and accountability with each employee to manage and protect their Personal Information when providing assistance in securing services and solutions with our clients, in line with our mandate and scope of works.
- ◆ Undertakes to receive your PI and process only that which is necessary for the purpose of assisting us with our required solutions, conclude the necessary related agreements and consider the legitimate legal interests of everyone concerned, as required by the Act and to respect your right to withdraw your consent for the processing of your Personal Information.
- ◆ Undertakes to only use your Personal Information for the purpose required in assisting us to provide solutions for the company.
- ◆ Undertakes not to share or further process your Personal Information with anyone if not required in assisting us with our solutions or by the law.
- ◆ Undertakes to be open and transparent and notify you as and when required by law regarding why and how your Personal Information needs to be collected.
- ◆ Undertakes to freely confirm what PI M&D has, to up date and correct the PI, and to keep it for no longer than legally required.

M&D will only collect, use, and keep your Personal Information as prescribed by relevant laws and regulations and for reasons such as:

- ◆ Services M&D needs to perform their projects, to maintain our third party relationships and respond to M&D related queries.
- ◆ Allow M&D to onboard employees for their specific roles and appointments and allow HR to perform their functions.
- ◆ To assist M&D in securing tenders which may include submission of your qualifications and experience.
- ◆ To confirm and verify your identity or to verify that you are an authorised user for security purposes.
- ◆ To assist with assessing and processing claims.
- ◆ To conduct credit reference searches or verification, only if you authorise this or if it is a requirement to provide your solutions to you.
- ◆ For required operational needs to assist M&D with solutions required and for audit and record-keeping purposes.

M&D may need to share your Personal Information and/or utilise software or online platforms to enter and process your information for a tender application, claims, or other business management purposes. This will only be done in strict adherence to the requirements of the Act.

Any additional information or concerns can be found and raised with the Information Regulator, who can be contacted as shared below, but please feel free to contact us first to discuss any questions or concerns you may have: Website: <https://www.justice.gov.za/inforeg/>, Tel: 012 406 4818, Email: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)

*Your Personal Information is defined by the Protection of Personal Information Act (the Act) as: "means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to— (a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person; (b) information relating to the education or the medical, financial, criminal or employment history of the person; (c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person; (d) the biometric information of the person; (e) the personal opinions, views or preferences of the person; (f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; (g) the views or opinions of another individual about the person; and (h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person".*

  
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Chief Executive Officer

1 July 2021  
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Effective Date

Revision: A00