



SHUMAR

CRUSHING SOLUTIONS

Shumar Engineering (Pty) Ltd
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Dear Business Partner,

In terms of the Protection of Personal Information Act 4 of 2013, it is our duty to inform you of the categories of Personal Information collected from you in terms of your contractual agreements with Shumar Engineering (Pty) Ltd. Shumar Engineering respects the right of privacy of our customers, suppliers and contractors and we endeavour to ensure that your Personal Information is adequately protected, in accordance with the relevant data protection laws in our country.

Shumar Engineering may request certain information from you which may include, but is not limited to:

- Contact details, including contact details
- Company registration information and supporting documents
- Banking details and supporting documents
- References
- Tax clearance certificates
- BEE Certificate

The Personal Information we collect from you shall be collected in a lawful manner based on one or more of the following justifications in terms of the Protection of Personal Information Act:

- It is required to confirm and verify your identity and authority to contract with Shumar Engineering
- It is necessary to conclude a contract or carry out contractual obligations in terms of a contract with you;
- It is necessary to comply with our legal obligations, e.g. screening obligations in terms of the Financial intelligence Centre Act (FICA) or similar regulations including record keeping obligations; or
- It is in our legitimate business interests, e.g. building security if you visit our office, or to protect our IT infrastructure.

Your personal information will be used to approve, manage, administer or effect an agreement with you and comply with our obligations to you in terms of such agreement. In this respect, we use your Personal information to supply or acquire goods, parts and services, process payments or manage our contract. In addition, we process Personal Information to meet our legal obligations (such as record keeping obligations, screening duties), as well as to manage our risks and operations (e.g. prevent and detect security threats, exercise or defend legal claims).

We will only process your Personal Information which is necessary for the abovementioned purposes and to the extent strictly necessary for such purposes and will not use it nor process it for purposes other than for which it was collected. We will not share your Personal Information with any third parties, except if:

- We are required to do so for legal purposes;
- We are required to do so for purposes of legal proceedings which have commenced or are pending;



We continually strive to implement the necessary technical and organisational measures to prevent the unauthorised access to, accidental or wilful manipulation of or the loss or destruction of your Personal Information.

We endeavour to maintain the integrity and accuracy of your Personal Information by keeping our network secure at all times, however we cannot guarantee the security of any information transmitted via the internet and cannot be held responsible for any loss or unauthorised interception which is beyond our control. We shall promptly notify you if we become aware of any unauthorised use, disclosure or processing of your Personal Information.

Under both domestic and international laws, we are required to keep your Personal Information for no longer than is necessary for the purposes for which it is processed. After your Personal Information is no longer necessary for the purposes for which it was processed, it will be irreversibly destroyed. Contracts which you've concluded with Shumar Engineering may be retained for the duration of the contract, and 5 years thereafter. Your contract information may be retained for as long as a business relationship exists between you and Shumar Engineering.

You have the right to request a copy of any of your Personal Information we hold. You may make an access request using the *Request for Access to a Record Form*, a correction / deletion request using the *Request for Correction or Deletion of Personal Information /Record Form*, or an objection using the *Objection to the Processing of Personal Information Form*. You also have the right to withdraw your consent to the processing of your Personal Data. In the event that you wish to obtain a request form, withdraw your consent or submit a complaint about how we have handled your Personal Data, you can contact the information Officer, Karen McClure, at karen@shumar.co.za who will then look into your request or complaint and work with you to resolve the matter.

Should your Personal Information change whilst you have a business relationship with Shumar Engineering, please inform us promptly so that we may update our records accordingly.

We thank you for your commitment to Shumar Engineering and look forward to a longstanding relationship based on the accountability, transparency and good faith.

Yours sincerely,

Gert van Tonder
General Manager
23/06/2021