

SLAM PAPER DISTRIBUTORS & COURIERS (PTY) LTD

SLAM PAPER DISTRIBUTORS & COURIERS (PTY) LTD Privacy Notice

Introduction:

This Notice explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act ("POPIA").

Slam Paper Distributors & Couriers (PTY) Ltd (and including this website, www.slampaper.co.za) is committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

Who we are:

Slam Paper Distributors & Couriers (PTY), Manufacture and Distribute Credit Card Rolls, Till Rolls, Ribbons, and Labels across South Africa and Cross Border.

The type of personal information we collect:

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example: Company Name, Contact Person, Physical Address, Tel No, E-Mail Address and Vat No)

We collect and process your personal information mainly to contact you for the purposes of understanding your requirements, and delivering services accordingly. For this purpose we will collect contact details including your name and organisation.

We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

How we get the personal information and what we use it for:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

We will use your personal information only for the purposes for which it was collected and agreed with you. In addition, where necessary your information may be retained for legal or user experience optimisation purposes, enabling us to provide you with an enhanced shopping experience at Slam Paper Distributors & Couriers (PTY).

For example:

- To gather contact information;
- To confirm and verify your identity or to verify that you are an authorised user for security purposes;
- For the detection and prevention of fraud, crime, money laundering or other malpractice;
- To conduct market or customer satisfaction research or for statistical analysis;
- For audit and record keeping purposes;
- In connection with legal proceedings.
- We also receive personal information indirectly, from the following sources in the following scenarios:
- Worldwide Staffing [Recruiting Agency], Google [To supply Customers with Paper Rolls]

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- We use the information that you have given us in order to:
- Supply you with Paper Rolls, Ribbons and or Lables.
- We also issue Quotes and use Information for Delivery and Marketing purposes.
- We may share this information with:

We may disclose your personal information to our service providers who are involved in the delivery of products or services to you. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law or industry codes;
- Where we believe it is necessary to protect our rights.

When will we process your personal information:

In terms of the Protection of Personal Information Act (POPIA), the justification ground which we base our processing on consists out of the following:

- The data subject or a competent person where the data subject is a child **consents** to the processing. Kindly note that you have the right to withdraw your consent;
 - The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
 - The processing complies with an **obligation** imposed by law on the business;
 - The processing protects a **legitimate** interest of the data subject;
 - The processing is necessary for the proper performance of a **public law** duty by the business;
- Or
- The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

How we store your personal information:

Your information is securely stored:

We store all your information on our Sage Evolution system.

We keep your information as per our Data Retention Policy. We will then dispose your information as per our Data Destruction Policy.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to Louise van Rensburg, [louise@slampaper.co.za]. We may charge you a fee for this service as set out in terms of Condition 8 of POPIA.
- You may also request Slam Paper Distributors & Couriers (PTY) LTD to correct or supplement any of your personal data which Slam Paper Distributors & Couriers (PTY) LTD will undertake as soon as practicable.
- Request the destruction of your personal data. Louise van Rensburg will consider your request in light of any other laws or regulations prohibiting Slam Paper Distributors & Couriers (PTY) LTD from destroying your personal data.

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You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us on the following e-mail address: louise@slampaper.co.za, if you wish to make a request.

Contact details:

Name: Louise van Rensburg

Address: 1061 Anvil Road, Robertville, Roodepoort

Phone Number: 011 472 7280

E-mail: louise@slampaper.co.za

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at Louise van Rensburg, louise@slampaper.co.za

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

Their contact details are as follows:

The Information Regulator (South Africa)

33 Hoofd Street

Forum III, 3rd Floor Braampark

P.O Box 31533

Braamfontein, Johannesburg, 2017

Complaints email: complaints.IR@justice.gov.za