

# PRIVACY POLICY | BGR ASSOCIATION PTY LIMITED



# **BGR Association Pty Limited | Privacy Policy**

Effective date: 1 July 2021

BGR Association (Pty) Ltd is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services, or as a stakeholder of [Company name].

It is important that you take all necessary and appropriate steps to protect your data yourself (for example, by ensuring that all passwords and access codes are kept secure).

BGR Association (Pty) Ltd has dedicated policies and procedures in place to protect all personal information collected and processed by us. Please read below for more information on how we collect, process, use and disclose personal information.

Registered address: P O Box 385 Somerset Mall

10 Van der Lingen Street

Paarl

7646

Information officer contact details: [niel@bgrdevilliers.co.za](mailto:niel@bgrdevilliers.co.za)

## **Collection of Data**

Personal data may either be collected directly from you, as data subject, or it may be collected from other sources such as:

- a) Facebook
- b) Instagram
- c) LinkedIn
- d) From your employing company
- e) Legislative or company documents
- f) Entity representatives

Where information is not collected directly from you as a data subject, we will take reasonable steps to inform you of the fact that the information was collected and will be processed.

You must not send us personal information about someone else without first getting his or her consent for it to be used and disclosed in the ways set out in this terms and conditions. This is because we will assume he or she has consented although we may still ask for confirmation from them. Where you do give us information about someone else, or someone else discloses a connection with you, that information may be taken into account with your other personal information.



### Prospective employees

In applying for this position you may provide us with personal information as part of the application process. We may also obtain personal information while performing the required background check, reference check and credit check if relevant.

The personal information that may be obtained during this process is as follows:

<b>Personal information</b>	<b>Purpose for processing</b>
language and birth of the person	In order to determine seniority, preferred communication language
Education history	In order to determine qualifications and work experience.
e-mail address	In order to make contact with the applicant
telephone number	In order to make contact with the applicant
Location information	In order to determine geographic placement.

### Employees

BGR Association (Pty) Ltd must process personal information of their employees for various legal and employment purposes. The information that will be processed is as follows:

<b>Personal information</b>	<b>Purpose for processing</b>
<b>Personal details</b> such as: full name, ID document, telephone number, e-mail address, physical address, gender, race.	To contact and identity data subject and for employment equity
<b>Employment details</b> such as: job title, office location, employment contract, training information, performance and disciplinary records, leave records.	To conclude a contract with the employee, keep records of work progress, leave entitlement and general employment terms.
<b>Financial information</b> such as: bank details, tax number, salary information	For payroll purposes
<b>Education history and Employment history</b>	To determine credentials and person-job fit



## Clients

In order for us to provide you with the best service, we need to collect and process personal information from you as a customer. This information will consist of the following:

Personal information	Purpose for processing
<b>Contact information</b> such as: name, telephone number, address, physical address, e-mail address, postal address, ID number and language	For correspondence, identification purposes and to determine client's language preference for communication. ID – professional obligation, to enable us to provide the accounting/auditing/payroll or tax services for which we were appointed to.
<b>Financial Information</b> such as: financial history, tax number and bank details	Professional obligation, to enable us to provide the accounting/auditing/payroll or tax services for which we were appointed to and for payment purposes.

## Suppliers

BGR Association (Pty) Ltd must process personal information of their suppliers for various legal and contractual purposes. The information that will be processed is as follows:

Personal information	Purpose for processing
<b>Contact information</b> such as: full name, telephone number, e-mail address, physical address and language.	For correspondence.
<b>Financial Information</b> such as: tax number, bank details, product cost.	For payment and contractual purposes.

BGR Association (Pty) Ltd will keep your personal information confidential at all times, however, you agree and consent that BGR Association (Pty) Ltd may:

- a) Communicate with you electronically in relation with the service or product being provided (email, fax, telephone or through any other relevant or secured electronic platform)



- b) Obtain any relevant personal information, from any person or institution, necessary to comply with the agreement between you and BGR Association (Pty) Ltd
- c) Obtain credit information from any person or institution where necessary
- d) Verify the information provided herein and to contact other third party for purposes of the same
- e) Disclose personal information to regulatory or government agencies in accordance with the relevant legislation or directive
- f) Use personal information to market new or other products of the company which may be suitable or relevant to you

## Consent

You Where the legal basis for us processing your personal information is consent as above, it will be included in the contract or agreement concluded with you. This consent may be withdrawn at any time, however this withdrawal of consent will not make processing we undertook before your withdrawal unlawful. You will not suffer any detriment for withdrawing your consent.

may withdraw your consent by contacting our information officer, whose details are provided at the beginning of the privacy policy.

Where the legal basis for processing is for the proper performance of the contract, and you fail to provide us with the information or request us to stop processing this information, it may create limitations on our performance of the contract or agreement.

## Sharing information

In processing your personal information, we may share it with third party processors under an operator's agreement. These include but are not limited to:

- a) Payment processors
- b) Email management and distribution tools
- c) Data storage providers
- d) Server hosts

As an operator, these service providers will not be able to process or use your data for any reason other than to provide the service as required by us. They also need to implement proper safeguards to ensure the personal information is secured at all times.

## Cookies Notice

Our Website does not make the use of cookies to gather personal information.



## **Retention**

BGR Association (Pty) Ltd is required to comply with various different legislative retention periods, which leads to different retention requirements. Your personal information will be kept for no longer than necessary for compliance or other legitimate business purposes.

## **Your legal rights**

You have the following rights under the Protection of Personal Information Act:

- a) Request access to your personal information
- b) Request a correction or deletion of personal information
- c) Object to the processing of personal information
- d) Lodge a complaint to the Information Regulator

If you want to exercise any of the rights described above, or are dissatisfied with the way we have used your personal information, please contact the information officer.

## **Changes to this policy**

This policy may change from time to time. The latest effective date will be highlighted at the start of the privacy policy.

