

POPI- PERSONAL PROTECTION OF PERSONAL INFORMATION

IVORY PLUM PROJECTS PRIVACY NOTICE

Introduction:

POPI refers to South Africa's **Protection of Personal Information Act** which seeks to regulate the Processing of Personal Information. Personal Information broadly means any information relating to an identifiable, living natural person or juristic person (companies, CC's etc.) and **Ivory Plum Projects** hereby confirms its commitment to this Act and will put forth its best endeavour/s to adhere to such Act to the best of its ability.

Who we are:

Ivory Plum Projects (Registration Number: 2018/231642/07) is an architectural and interior design company Based in Johannesburg, South Africa, **Ivory Plum Projects** engages in projects both nationally and abroad.

The type of personal information we collect:

We currently collect and process the following information:

- We only keep the personal information of the person we are invoicing ie: Company name with contact number together with relevant company information ie: address & VAT numbers etc.
- Telephone numbers of clients & e-mail addresses – both landline numbers & mobile numbers. E-mails of contacts usually bear their auto signatures which are kept on our emails.

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

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

- Invoicing / Credit Applications / Business Banking

We also receive personal information indirectly, from the following sources in the following scenarios:

- Suppliers (quotations, proforma invoices etc.) & marketing material

We use the information that you have given us in order to:

- Compile & Send invoices
- Complete credit applications
- Deal with all business banking

We may share this information with:

- Only our administrative staff
- Within each person's sector – their own company ie: cc'ing persons into mails from their own company

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 consist 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 keep your information for professional office use ONLY. We will then dispose of your information by means of shredding all information no longer necessary for **Ivory Plum Projects** to keep.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to Edith Goddard on edith@ivoryplum.co.za. We may charge you a fee for this service.
- You may also request Edith Goddard to correct or supplement any of your personal data which Edith Goddard will undertake as soon as practicable.
- Request the destruction of your personal data. Edith Goddard will consider your request in light of any other laws or regulations prohibiting **Ivory Plum Projects** from destroying your personal data.

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 at edith@ivoryplum.co.za if you wish to make a request.

Contact details:

Name: Edith Goddard

Address: 3129 Ibis Drive, Waterfall Country Estate, Midrand, 1685

Phone Number: +27(82) 696 0745

E-mail: edith@ivoryplum.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 edith@ivoryplum.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)

JD House
27 Stiemens Street
Braamfontein,
Johannesburg, 2001

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