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## **PROTECTION OF PERSONAL INFORMATION ACT POLICY**

Contact Details

Tel: +27 (0) 11 447 4683 • Fax: +27 (0) 86 567 8828 • Email: [admin@eds.holdings](mailto:admin@eds.holdings) • [www.eds.holdings](http://www.eds.holdings)  
Hunts End, Paddock View, 36 Wierda Road West, Wierda Valley, Sandton 2196

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For the purpose of this Policy, Economic Development Solutions (Pty) Ltd is referred to as “the Company”.

## 1. About the Company

Economic Development Solutions (Pty) Ltd offers a unique combination of Economic Development Services designed to provide customised solutions to the renewable Energy, Mining, Government and Corporate Sectors. Our Experience within the B-BBEE Consulting, Organisational transformation, Economic development and Strategic facilitation enables us to provide solutions to our clients.

## 2. Definitions and Interpretations

“Personal Information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person including all information as defined in POPI. The Company also includes the following as personal and/or private/confidential information:

1. All addresses including residential, postal and email addresses.
2. Passports, IDs, visa information and work permits.
3. Company registration information.
4. Company Shareholder information.
5. Company invoice, procurement and proof of payment data.
6. Company financial information and statements.

“POPI” means the Protection of Personal Information Act, 2013.

“Processing” means the creation, generation, communication, storage, destruction of personal information as more fully defined in POPI.

“You” or “user” means any person who accesses and browses the Website for any purpose.

“Website” means the website located at <http://www.eds.holdings> and all content found therein, including but not limited to any text, images, computer programs, software code, metadata, databases, graphic design elements and all other materials accessible through the website, but expressly excluding links to external third-party websites.

## 3. Status and Amendments

This policy sets out the Company’s information gathering and dissemination practices in respect of Personal Information.

Please note that, due to legal and other developments, the Company may amend these terms and conditions from time to time. The version of the terms and conditions effective for this privacy policy are indicated by the effective date incorporated in the title of this privacy policy. It is your duty to remain apprised of the current version of this privacy policy.



The date indicated in this privacy policy is the effective date that governs the browsing and use of the Website from that date until the next revision of this privacy policy becomes effective.

#### **4. The information we collect**

- 4.1. The Company collects Personal Information for the purposes of evidence-based reporting, compliance regulation calculations and financial management services.
- 4.2. All Personal Information required is uploaded to our secure, electronic online system.
- 4.3. All Personal Information is stored electronically.
- 4.4. No Personal Information is collected via our Website or social media.
- 4.5. All Personal Information collected is deemed as Confidential and EDS policies and procedures pertaining to the maintenance of confidentiality by all employees shall apply.

#### **5. How we use your information**

The Company intends to use all Personal Information only for the purposes for which it was collected. Such purposes include:

- To develop a database of contact information;
- Regulation Compliance Reporting;
- Financial Management Reporting;
- Audit and Record keeping purposes.

The Company will otherwise only process your Personal Information in a manner that is adequate, relevant and not excessive in the context of the purpose for which it is processed.

All data is stored for a maximum of five (5) years for legal and reporting purposes. Should, Personal Information be released with your consent the Company will retain a record of the information released, the third party to which it was released, the reason for the release and the date of release, for a period of 1 (one) year from the date on which it was last used.

#### **6. Disclosure of information**

The Company may disclose your Personal Information to our service providers who are involved in the delivery of products or services to you. Service providers are required to comply with the Company's Privacy and Confidentiality Policies and as required by POPI.



We may also disclose your information:

- Where we have a legal duty to do so;
- 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;
- Where we have your written authority to do so.

The Company may share some or all your Personal Information with any of our parent companies, subsidiaries, or other companies under common control with us.

In exceptional circumstances the Company may be required to disclose Personal Information, such as when there are grounds to believe that the disclosure is necessary to prevent a threat to life or health.

## 7. Security

The Company is legally obliged to provide adequate protection for the Personal Information we hold and to stop unauthorized access and use of Personal Information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your Personal Information remains secure.

Our security policies and procedures cover:

- Physical security measures to ensure that hard copy data is stored securely;
- Computer and network security, including measures to limit the risk of cyber-attack(s);
- The implementation of cyber-attack 'white-hat' or security hacks to ensure that our systems remain as secure as possible;
- Access to personal information;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents;
- Maintaining technology products to prevent unauthorised computer access
- Securely destroying your Personal Information when it's no longer needed for our record retention purposes.

The Company will ensure that anyone to whom we pass your Personal Information agrees to treat your information with the same level of protection as we are obliged to. When contracting with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure.

You have the right to request the identity of all third parties who have access to your Personal Information.



## 8. Your Rights: Access to information

You have the right to request a copy of the personal or private information we hold about you. To do this, simply contact us at the numbers/addresses as provided on our Website and specify what information you require. We will need a copy of your ID document or a letter from your company confirming your authorisation to access this information before providing details of Personal Information.

Please note that any such access request may be subject to a payment of a legally allowable fee

## 9. Correction of your information

You have the right to ask us to update or correct your Personal Information. We will require a copy of your ID document or a letter from your company confirming your authorisation to access this information before making changes to Personal Information we may hold about you / your company.

## 10. Raising Concerns

If you believe this privacy policy has been breached, or suspect it may have been breached, in any way please contact the Company via email at [admin@eds.holdings](mailto:admin@eds.holdings) or via telephone on +27 11(0) 447 4683.

## 11. Version Control

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