

**EXPERT TECH MAINTENANCE PROJECT (PTY) Ltd TRADING AS
EXPERT TECH ENGINEERING AND MAINTENANCE**

Registration number: 2012/193660/07 VAT4760262495

1 Fearick Street
Sidwell
Port Elizabeth
6001

Tel: 041 453 9867
Fax: 041 453 9869
Email: info@expert-tech.co.za
Email: accounts01@expert-tech.co.za

Privacy Notice:

In line with the requirement of the Protection of Personal Information Act, 4 of 2013 (the Act)

The type of personal information we collect:

We currently collect and process the following information:

The personal information that we collect, store and process is as follows, but not limited to:

- Name and surname
- Identity Number
- Contact details (email, mobile)
- Birth date
- Position held and responsibilities
- Email correspondence and attachments
- Organisation details
- Office address
- Office contact details
- Organisation email Address

How we collect the personal information and why we have it:

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

Personal Information to open up an account

Personal Information to Invoice

Personal Information to Debit or Credit

We use the information that you have given us to:

To carry out actions for the conclusion or performance of a contract – Debit / Credit

We may share this information with:

The responsible employees in our company who require information to fulfil their responsibilities.

Considering the Protection of Personal Information Act, the lawful bases we rely on for processing personal information are:

- 1) The data subject or a competent person where the data subject is a child consents to the processing;
- 2) The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
- 3) The processing complies with an **obligation** imposed by law on the business;
- 4) The processing protects a **legitimate** interest of the data subject;
- 5) The processing is necessary for the proper performance of a **public law** duty by the business;
or
- 6) The processing is necessary for pursuing the legitimate interest of the business or of a third party to whom the information is supplied.

How we store your personal information:

We undertake to safeguard and protect your Personal information in our possession through the necessary technological and operations process.

Access to and correction of Personal Information:

Via email

accounts@expert-tech.co.za - Customers
accounts01@expert-tech.co.za - Customers
admin@expert-tech.co.za - Quotations
admin01@expert-tech.co.za - Suppliers
admin02@expert-tech.co.za - Suppliers

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at Expert Tech contact Sharon Johnson 041 453 9867

You can also complain to info@expert-tech.co.za if you are unhappy with how we have used your data.

Narissa Niemand - Deputy Information Officer

Email: accounts01@expert-tech.co.za

Telephone: 041 453 9867

“The Information Regulator:

You have the right to lodge a complaint with the South African Information Regulator. See the Information Regulator contact details below.

WOODMEAD NORTH OFFICE PARK
54 MAXWELL DRIVE, WOODMEAD,
JOHANNESBURG

Complaints email: PAIAcomplaints@inforegulator.org.za

General inquiries email: enquiries@inforegulator.org.za”