

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

Registration number: 2012/193660/07 VAT4760262495

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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](mailto:accounts@expert-tech.co.za) - Customers  
[accounts01@expert-tech.co.za](mailto:accounts01@expert-tech.co.za) - Customers  
[admin@expert-tech.co.za](mailto:admin@expert-tech.co.za) - Quotations  
[admin01@expert-tech.co.za](mailto:admin01@expert-tech.co.za) - Suppliers  
[admin02@expert-tech.co.za](mailto: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](mailto: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](mailto:accounts01@expert-tech.co.za)

Telephone: 041 453 9867