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30 July 2021

TEBA (PTY) Limited - Privacy Notice

POPIA promotes the protection of personal information. TEBA (PTY) Limited prioritizes the protection of your and your company's personal information. Therefore, we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

Personal information is information that identifies you or your organisation, for example, a name, race, gender, marital status, identity number, registration number, financial status, contact details and biometric information.

TEBA collects and uses personal information mainly to:

- Provide services to our customers to fulfil the contractual relationship between TEBA and Customer to which you are a data subject;
- Comply with various legal obligations, i.e. **The Companies Act**
- Communicate and interact with our suppliers and customers. Such interaction may be done by email, phone or online (website)
- Conduct market research to understand your requirements to enhance the delivery of our services

We may disclose your personal information to our service providers who are involved in the delivery of products or services to you. We have agreements in place to ensure that they comply with the privacy requirements as required by the **Protection of Personal Information Act**.

We are 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. We have put in place appropriate technical measures and applied industry best practices to safeguard personal information against access by unauthorised persons, unlawful disclosure, or breaches.

When we contract 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. We 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.

TEBA (PTY) LTD Incorporated in the Republic of South Africa | Registration number: 1902/001680/07 | VAT number: 4340103516

Directors: YZ Simelane (Chairperson) | IT Motlatsi | D Ngobeni | SS Truswell

Your Rights

- **Access to information**

You have the right to request a copy of the personal 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 to confirm your identity before providing details of your personal information.

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

- **Correction of your information**

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your ID document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate.

If you have any queries about this notice, you need further information about our privacy practices, wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers / addresses listed on our website.

You can view our Privacy Policy on our website www.teba.co.za

Regards

Information Officer