

Custom Press CC - Privacy Notice

Introduction:

Custom Press CC does not collect data for any other purpose, other than servicing customers, purchasing from suppliers, and the maintaining of personnel records. This data enables manufacture, sales, purchasing and remuneration of personnel.

Who we are:

We are a manufacturer of multiple part business forms, council water & light accounts, long-run Laser A4 letterheads, etc.

The type of personal information we collect:

We currently collect and process the following information:

1. Customer & Supplier Records:

- Personal identifiers, contacts and characteristics (for example, name and contact details) of both customers and suppliers.
- VAT registration numbers.
- Company registration numbers.
- Banking details.

2. Staff Payroll Records:

- Personal identifiers, contacts and characteristics (eg. name and contact details).
- Individual tax reference numbers.
- Next of kin contacts.
- Remuneration rates and payroll summary.

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

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

- Opening of accounts on our financial system.
- Processing of sales and purchasing documentation.
- Personal information for staff engagement.

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 save your customer / supplier information on our database for as long as trade between parties continues. When trade ceases, information is archived on our financial system and backups only. Should the possibility arise, that trade resumes, the archive data will be restored as an active customer/supplier account on the financial system.

Company personnel information remains on our database for the time of employment. When employment is ended, the information is archived and securely stored for the purpose of any statutory enquires viz. SARS, Labour Department, Union, etc.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to Mr Kevin Roberts. We may charge you a fee for this service.
- You may also request him to correct or supplement any of your personal data, which we will undertake as soon as practicable.
- Request the destruction of your personal data. Mr Kevin Roberts will consider your request in light of any other laws or regulations prohibiting Custom Press CC 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 Custom Press CC if you wish to make a request.

Contact details:

Name: Kevin Roberts

Address: PO Box 392, Maraisburg 1700

Phone Number: 010 900 4100

E-mail: kevin@custompress.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 8 Millward Road, Maraisburg, 1700.

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)

33 Hoofd Street

Forum III, 3rd Floor Braampark

P.O Box 31533

Braamfontein, Johannesburg, 2017

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