

Emmagineyou Privacy Policy in terms of

The Protection of Personal Information Act 4 of 2013 (“POPIA”)



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Woodlands
Pretoria East

Emmagineyou, as a responsible party, acknowledges the importance of protecting the privacy & personal information of an 1) identifiable, living, natural person, as well as an 2) identifiable, existing, juristic person, domiciled within SA.

We undertake to align our processing and recording of personal information with the Regulations and Guideline Notes of POPIA. From the above, the term processing includes: Share or use, save or store, archive, delete and collect. (irrespective whether the processing occurs electronically or by paper record) We undertake, to only process special personal information (such as race or religion) and the information of a child, when such processing of information falls within the exceptions of POPIA, and we further undertake to ensure that the processing is done for a lawful purpose. We undertake to only record the minimum personal information necessary, and to not record excessive information. We undertake to process all personal information, in line with the eight conditions for lawful processing, as outlined in POPIA, being:

- 1. Accountability:** We accept accountability for ensuring that the principles of POPIA are complied with.
- 2. Processing Limitation:** Personal Information will be processed to an extent that is reasonable.
- 3. Purpose Specification:** All information will only be processed for the purpose for which it was obtained.
- 4. Further Processing Limitation:** All processing will remain compatible with the original purpose.
- 5. Information Quality:** Information will only be obtained from reliable sources, to ensure accuracy.
- 6. Openness:** All information will be processed with the knowledge of the data subject.
- 7. Security Safeguards:** All information will be protected against loss, breach, disclosure and unauthorized access.
- 8. Data Subject Protection:** The holding and contents of information will be disclosed upon the receiving of an enquiry from a data subject.

Our appointed Information Officer, is our Managing Director: Emmerentia Rautenbach who can be contacted on:

Cell: 079 876 3324

Email: info@emmagineyou.com

The Information Officer: is responsible for ensuring that a risk assessment is done, and the necessary security measures are put into place. He is also responsible for ensuring that the processing of information is done in line with the principles of POPIA, and that the correct Incident Response Procedure is followed upon the breach of information, and that IT due diligence is always in place. Incident Response Policy and Plan: Any breach in the information of a data subject, will be immediately reported to the Regulator.

Retention Policy:

The records of personal information shall not be retained any longer than is necessary for achieving the purpose for which the information was collected, except in such an instance as the retention of the record is required or authorised by law. The deletion of information shall be done in such a manner, as is responsible and secure.

Access to Information

Our Information Officer may be contacted, by any data subject who wishes to enquire, which information our office has recorded of them, and how they can have it corrected, amended, or deleted, if appropriate.



Emmerentia Rautenbach