

Robtek Protection of Personal Information Act 4 of 2013 Policy

Version 2

Date: 31 May 2021

Robtek is committed in ensuring that all information gathered from different stakeholders of the company is dealt with in compliance with the 8 conditions for the lawful processing of information as prescribed by the Protection of personal information act 4 of 2013(POPI). This policy will define the procedures Robtek are taking in order to meet the requirements of the conditions set out by the act.

Data Collection

The nature of Robtek's business requires it to obtain personal information of all employees in order to gain access to the different sites. The information collected depends solely on the purpose of the job and client's requirements in order to gain entry to their site, i.e., Medical requirement, Identity number/passport number, name and surname. Robtek also collects information for in-house purpose. All this information is collected from data subjects and Robtek may verify this information from a third-party, information to be verified will be done so with the consent of the data subject and some so without infringing data privacy. In terms of clients Robtek collects data such as emails, name and surname, address, and other client information to provide the necessary services we provide as a company.

Processing of information

Data is processed in a manner that does not infringe on the privacy of the data subject and in accordance with the POPI act. All the data collected is used for the purpose it was intended for when collected. i.e.,

- Delivering tailor made quotes to clients.
- Preparation of site delivery of services.
- Site entry requirements.
- Medical as covered in the company employment contract.
- Company third-party benefits to employees.
- Personal protective equipment for employees.
- Decision in vendor accounts of the business.

Disclosure of information

Robtek may disclose your personal information to third parties on the following basis:

- Where we have your consent; or
- Where we are required to do so by law; or
- To our service providers who are involved in the delivery of products or services to you, where we have agreements in place to ensure that they comply with these privacy terms.

Robtek, on request will provide request forms or consent forms to any who requests information as covered by the freedom of information act(FOI), in such cases Robtek will notify the data subject about requests and log it in their records. Requests will be forwarded to our email address admin@robtek.co.za.

We may compile, use and share any information that does not relate to any specific individual and retains all rights to non-personal statistical information collected and compiled by us.

Transfer of Information

Robtek conducts business outside of South Africa and can/will provide information of all stakeholders with your consent and we take necessary precautions to ensure that information is treated with the privacy laws of South Africa and if laws are different from those in South Africa Robtek will seek your consent before submitting your information.

Data Security

Robtek is a company that embraces technology and shall take reasonable measures to secure all digital data from its website, day to day workflow digital models and relative physical storage of all physical/paper data collected from stakeholders of the company from security breaches(both cyber and physical break-ins).

Robtek does not guarantee that it will not be a victim of data breaches and/or break-inns from their premise. In a case of a data breach Robtek will try by all means to inform all stakeholders about such events. Note this applies only if personal information of stakeholders is known to be compromised.

Conclusion

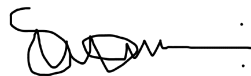
Robtek reserves the right to amend this policy due to changes of the act or any other circumstances that leads to a need to amend the policy.

Approved by:



Managing Director

Approved by:



Information Officer