



# PRO-PRINT (PTY) LTD

THE PROFESSIONALS IN PRINT

Established 1964


Co Reg No 1964/007141/07

## Privacy Policy

### Of

## Pro-Print (Pty) Ltd

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No 2 of 2000 (the "PAIA") and the Protection of Personal Information Act, No 4 of 2013 ("POPIA")

<b>Doc Ref.:</b>	HR-POL-20	<b>Revision No.:</b>	0	<b>Effective Date:</b>	01.07.2021
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<b>Approved by:</b>	Managing Director	<b>Name:</b>	Yvette Roberts	<b>Sign:</b>	



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## 1. Introduction

Pro-Print (Pty) Ltd hereinafter ("Pro-Print") is one Durban's leading lithographic printing companies, a company established in accordance with the laws of South Africa with registration number 1964/007141/07, with its registered address at 11 Hannah Road, Congella, Durban, 4001.

## 2. Mission Statement

Pro-Print is committed to protecting your privacy and ensuring that your Personal Information is protected. This Privacy Statement explains the types of Personal Information we collect, use, share, protect and your rights in terms of the Protection of Personal Information Act 4 of 2013 ("POPIA").

## 3. Application

This Privacy Statement applies to the processing of your Personal Information by Pro-Print (Pty) Ltd. More information on Pro-Print may be found by visiting the Pro-Print website [www.proprint.co.za](http://www.proprint.co.za)

## 4. Processing Personal Information

Pro-Print collects and processes the following types of Personal Information below:

Employee	name, surname, contact details, identity number, physical and postal address, date of birth, age, marital status, race, disability information, CVs; criminal / background verification checks, banking details, remuneration and benefit information (including medical aid, retirement annuity, pension/provident fund information), income tax reference number, records on employee performance, disciplinary procedures, employee contracts, payroll records, electronic access records, physical access records including biometrics and CCTV; health and safety records, training records, time and attendance records.
Director	name, surname, identity number, physical and postal address, financial information as required for statutory reporting
Suppliers/ Service Providers	entity name, registration number, VAT number, contact details for representative persons, emails, FICA documentation, BBB-EE certificates, enterprise and supplier development information, invoices, contractual documentation.
Customers	entity name, registration number, VAT number, contact details for representative persons, emails, quotations, artwork, purchase orders, contractual documentation.

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New Job Applicants	name, surname, address, contact details, email address; telephone number; details of qualifications, skills, experience and employment history; information about your current level of remuneration, including benefits; whether or not you have a disability for which Pro-Print needs to make reasonable adjustments during the recruitment process; and information about your entitlement to work in South Africa
Website Visitors	name, email address, company name, job title and telephone number
Visitors	physical access records, electronic access records scans; and CCTV records
Children	name, address and contact details; birth certificate, age; child's medical information

## 5. Purpose for processing of Personal Information

Pro-Print processes Personal Information for purposes including but not limited to:

rendering services to our customers; provide or manage any information on products; transact with our suppliers; maintaining customer records; employee administration; recruitment purposes; apprenticeship, learnership and bursary purposes; employment equity and employment relations; travel purposes; general administration, financial and tax purposes; legal purposes; health and safety purposes; monitoring visitor access; managing the premises and facilities; hosting of events; investigating and prevention of fraud; debts recovery; and responding to website enquiries.

## 6. Who has access to your Personal Information?

Pro-Print may share Personal Information with:

- internal staff;
- services providers who perform services on behalf of Pro-Print; and
- third party suppliers.

Pro-Print will not share your Personal Information with any third parties, except if:

- any regulatory authority requests same;
- we are required to do so for purposes of existing or future legal proceedings;
- we are involved in the prevention of fraud, loss, bribery or corruption;
- you have expressly authorised us to do so;
- they perform services and process Personal Information on our behalf; and
- this is required in order to provide or manage any information services to you.

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Pro-Print may from time to time transfer Personal Information to another country for the purposes of rendering services to employees and customers. Pro-Print will take necessary steps in such circumstances to ensure that services providers and third party operators are bound by applicable laws, binding corporate rules or binding agreements that provide a level of protection and uphold principles for reasonable and lawful processing of Personal Information as contemplated by POPIA.

## 7. For how long does Pro-Print keep data?

Pro-Print will retain your Personal Information for as long as it is necessary to fulfil the purposes set out in this privacy statement, except where:

- the retention is required or authorised by law; or
- you have consented to the retention of the record for a longer period.

## 8. How does Pro-Print protect data?

Pro-Print takes the security of your Personal Information seriously. It has internal policies and controls in place to ensure that your Personal Information is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties with appropriate control restrictions.

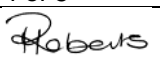
## 9. Your rights

You have a number of rights in relation to the processing of your Personal Information including but not limited to the right to:

- access and obtain a copy of your Personal Information on request;
- require Pro-Print to change incorrect or incomplete data; and
- require Pro-Print to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.

Should you need to exercise any of these rights above, please make a request in writing by following the procedure set out under the Pro-Print PAIA Manual from our Information Officer with any privacy related questions and/or comments to [hr@proprint.co.za](mailto:hr@proprint.co.za).

Please be aware, we may need you to provide additional information (such as to confirm your identity and/or to confirm what information you wish to access) in order to process your request.

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If you believe that Pro-Print has not adequately addressed your concerns in a timely manner, you have the right to approach the Information Regulator's Office.

## 10. Changes to this Privacy Statement

Pro-Print will occasionally update this Privacy Statement and encourages you to periodically review this Statement to be informed of how Pro-Print is protecting your information.

## 11. Consent

By providing Pro-Print with your Personal Information you consent to Pro-Print processing your Personal Information as and where required, provided that Pro-Print will approach such processing in a lawful and legitimate manner and in line with this Privacy Statement and the provisions set-out under POPIA.

*[Effective as of 1<sup>st</sup> July 2021]*

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