



INTELLIGENT SAFE TECHNOLOGIES (PTY) LTD
("the Company")

Data Protection Policy

This policy outlines the steps taken by Intelligent Safe Technologies (Pty) Ltd ("the Company") to protect the personal information of its clients and employees in accordance with the Protection of Personal Information Act (POPIA) of South Africa.

Policy Statement

COLLECTION OF PERSONAL INFORMATION (SECTION 4):

1.1 Personal information will only be collected for specific, explicitly defined and lawful purposes as contemplated in clause 12 & 13 of the Company's POPIA & PAIA Compliance and Management Framework.

1.2 Personal information will be collected by fair and lawful means.

2. PROCESSING OF PERSONAL INFORMATION (SECTION 5):

2.1 Personal information will only be processed if it is in accordance with lawful purpose for which it was collected.

2.2 Personal information will be processed with sufficient security measures in place to protect against unauthorised access, destruction or alteration of the information.

3. RETENTION OF PERSONAL INFORMATION (SECTION 6):

3.1 Personal information will not be kept for longer than necessary. The period that personal information will be kept will be determined by the purpose for which it was collected.

3.2 Upon the expiry of the retention period, the information will be securely destroyed. The retention period shall expire when the purpose for which the personal information was collected has been extinguished.

4 DISCLOSURE OF PERSONAL INFORMATION (SECTION 7):

4.1.1 Personal information will not be disclosed to any third party unless required by law or such disclosure is necessary for and in accordance with the lawful purpose for which the personal information is kept.

4.1.2 If personal information is disclosed to a third party, measures will be taken to ensure that the information is protected by that third party in accordance with POPIA.

5. ACCURACY OF PERSONAL INFORMATION (SECTION 8):

5.1.1 Reasonable steps will be taken to ensure that personal information is accurate and complete.

5.1.2 Individuals have the right to request that their personal information be corrected if it is found to be inaccurate.

6. ACCESS TO PERSONAL INFORMATION (SECTION 9):

6.1.1 Individuals have the right to request access to their personal information that is being processed.

6.1.2 The Company will provide the requested information within a reasonable time frame.

7. RESPONSIBILITY (SECTION 10):

7.1.1 The Company shall appoint a person responsible for ensuring that this policy is effectively implemented.

7.1.2 All employees of The Company will be trained on POPIA and the importance of protecting personal information.

8. BREACHES OF PERSONAL INFORMATION (SECTION 11):

8.1.1 In the event of a breach of personal information, the Company will take all reasonable steps to contain the breach and prevent further unauthorised access or processing of the information.

8.1.2 The Company will notify the Information Regulator and any affected individuals of the breach as soon as possible.

This Policy is binding on all employees of the Company and all such employees agree to abide by its provisions and to protect the personal information of the Company's clients its employees in accordance with POPIA. The Company reserves the right to amend this policy at any time. Any changes will be communicated to employees in a timely manner.