

Dear Valued Supplier / Customer

COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT

As I'm sure you know, the Protection of Personal Information Act, 4 of 2013 (also known as POPIA) has recently come into operation, which states that when you process someone's personal information, the collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

You have received this communication because we have business dealings with you and/or hold your personal information on record by virtue of this business relationship.

What is personal information?

In the broadest sense, personal information is information relating to an identifiable, living, natural person or existing juristic person, that relates to, among others, their race, gender, marital status, sexual orientation, age, physical, mental, spiritual, economic, cultural or social identity; their health, educational or financial history; as well as identifying numbers and addresses including biometric information.

When processing your personal information, we need to abide by the following conditions:

Responsibility/Accountability: Greenspan Fertilizer must be accountable and be responsible for the personal information it processes or holds in its possession.

Limitation on processing: Personal information must be processed in a lawful and reasonable manner. The purpose for processing the information must be lawful, adequate, relevant and not excessive.

Specific purpose: The purpose for processing personal information must be specific, explicitly defined and lawful.

Limitation on further processing: The reason for processing personal information further must be compatible with the original purpose of its collection.

Quality of information: We are required to take reasonable and practicable steps to ensure that the personal information we process is complete, accurate, not misleading and updated.

Transparency: Personal information must be processed in a manner that allows you to know what is happening to your personal information.

Safeguards for security: We must ensure that there are sufficient security safeguards in place to secure the integrity and confidentiality of the personal information in our possession.

Participation of a data subject: You have the right to access your personal information and to correct and update your personal information at any given time.

Your privacy is important to us and we will use reasonable efforts to ensure that any personal information provided by you, or which is collected from you or a third party, is kept secure and confidential.

Should you not accept this notice and our terms, kindly engage with us in order for us to understand your concerns. Furthermore, due to the volume of suppliers on our database we are unfortunately not in a position to enter into separate and/or individual agreements with each valued supplier.

Yours sincerely,

Information Officer : Kim Kruger 065 908 9763
Deputy Information Officer : Chantelle Liebenberg 065 908 9763

