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DATA PROCESSING POLICY

INTEGRATED TECHNOLOGIES (PTY) LTD – POPIA COMPLIANCE

DOCUMENT NAME AND VERSION	Data Processing Policy v1
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This processing policy applies to the personal information (the "Content") processed by INTEGRATED TECHNOLOGIES (PTY) LTD, the customers, clients and employees of INTEGRATED TECHNOLOGIES (PTY) LTD are referred to in this processing statement as our "Stakeholders".

This Policy is in compliance with the Protection of Personal Information Act 4 of 2013.

1. About This Data Processing Policy:

This Processing Policy applies to the personal information (the "Content") processed by **INTEGRATED TECHNOLOGIES (PTY) LTD** to:

- Add new customers/ suppliers /service providers/employees (hereinafter referred to as stakeholders) onto our system.
- To collect Personal Information by our Human Resources Department in the recruitment / employment / payroll process.
- To setup and / or implement Information Technology systems / solutions, as per our client's requirements and specifications.

2. Why Do We Collect Personal Information?

We collect Content in order to efficiently operate our business and:

- To comply with legal obligations
- Invoice customers

Integrated Technologies (Pty) Ltd respects your privacy and therefore all information is processed in accordance with the POPIA and our internal Privacy and Processing Policies. For any questions or if a Data subject would like to exercise its rights, including contacting the Information officer, please use the following contact information: 086 1100 409 or mike@integratedit.co.za



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- Setup the necessary IT software systems or solutions, as per our client's instructions and specifications
- Host our client's email servers
- Host our client's website servers
- Attending on creating back-up systems, of our client's business data
- Designing blank canvas websites for the client / website developer to design on
- Offer connectivity solutions to our client's homes / businesses
- To assist clients with hardware, software and component sales and technical assistance;
- Pay suppliers and service providers
- Perform pre-employment checks during our recruitment process
- Pay Employees
- For Marketing purposes

We do use the Content for research and analytical purposes to improve the Services we offer, to our customers as detailed above.

3. Information Processed

The stakeholder information we process may include:

Service Providers

- Company Name
- Vat Number
- Addresses
- Contact numbers
- Email addresses
- Bank Account Details

Customers

- Company name / Full Name
- VAT Number / Identity Number
- Addresses
- Contact Numbers
- Email addresses

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- Email domains (to be used when creating an email address)
- Email password
- Website usernames (for login purposes)
- Website password (for login purposes)

Employees:

- Employee names
- Identity numbers
- Race
- Gender
- Addresses
- Telephone numbers
- Email addresses
- Income Tax number
- Medical Records

4. Who Do We Hold Information on?

Our Content includes personal information about:

- Customers
- Service providers
- Employees

5. Information Recipients?

We share information with:

- Third Party Service Providers/Operators

6. Security

We have appropriate physical, electronic, and managerial procedures to safeguard and help prevent unauthorised access and maintain data

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security of, and to use correctly, the information we collect from you. These safeguards vary based on the sensitivity of the information that we collect and store. We have implemented procedures designed to limit the dissemination of your information to only such designated staff as are reasonably necessary to carry out the stated purposes we have communicated to you.

7. Retention of Information

We will only keep your data as long as it remains necessary for the identified purpose(s) for which it was originally collected, in accordance with this Policy and our Data Retention Policy.

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