

Sithabile Technology Services (Pty) Ltd - Privacy Notice

This privacy notice provides details of the personal information we collect from you, what we do with it, how you might access it and who it might be shared with.

Our Organisation

Sithabile Technology Services (Pty) Ltd
Unit.8, Cambridge Commercial Park
Witkoppen Road, Paulshof, Sandton
2191
South Africa
Mobile: +27
Telephone: +27118487400
Organisation email: info@sithabile.co.za

What we do with your personal information

We use your personal information only for the purpose for which it is collected. Among others, this purpose could be to provide a service, assist us with administration, recruit prospective employees or even to comply with a legal obligation. We may use your personal information for other similar purposes, including marketing and communications, but that will only occur in the case where we have your consent or another lawful justification for doing so.

From our **Clients** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Trip Sheet	S11 - To conclude or perform a contract to which the data subject is party	Until no longer needed for purposes of proof
Sales and/or Tenders	S11 - We have the data subject's consent	Until consent withdrawn
Business Partner Application/Agreement	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Obtaining credit limits	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Invoicing and Statements	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Collection of money	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Vat Payments	S11 - We, the Responsible Party must comply with a legal obligation	Until tax or other legal retention period expires
To arrange collection and deliveries	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Maintenance Contracts	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed
Transportation Security	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Project Management and Handover	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed
Returns	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed
Repairs under Warranty	S11 - To conclude or perform a contract to which	Until contract completed

	the data subject is party	
Repairs outside of Warranty	S11 - We have the data subject's consent	Upon conclusion of the service, event or promotion
Solution Design	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed
Online Sales	S11 - To conclude or perform a contract to which the data subject is party	Upon conclusion of the service, event or promotion

From our **Prospects** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Sales and/or Tenders	S11 - We have the data subject's consent	Until consent withdrawn

From our **Re-Sellers** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Sales and/or Tenders	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires

From our **Suppliers** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
To provide input to Solution Design and Scope of Work	S11 - We have the competent person's consent	Until consent withdrawn
Supplier Management and Payments	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Raising Purchase Orders	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
For the License Key or Maintenance Agreement	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Business Partner Application/Agreement	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Warranty	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Supplier Return Documents	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Trade references	S11 - We have the data subject's consent	Until tax or other legal retention period expires
SARS Audit	S11 - We, the Responsible Party must comply with a legal obligation	Until tax or other legal retention period expires
Transportation Security	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Maintenance Contracts	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed
Supplier Return Documents	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed

To provide engineering services	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed
Returns	S11 - To conclude or perform a contract to which the data subject is party	Until contract completed

From our **Prospective Employees** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
As part of the recruitment process	S11 - We have the data subject's consent	Until no longer needed for purposes of proof

What personal information do we collect?

We only collect the minimum amount of information that is relevant to the purpose. If you interact with us on the internet, the personal information we collect depends on whether you just visit our website or, use our services. If you visit our website, your browser transmits some data automatically, such as your browsing times, the data transmitted and your IP address.

If you use our services, personal information is required to fulfill the requirements of that service.

Generally, we collect the following personal information. If there is any *specific* personal information to collect, we will indicate as such, at or near the time of collection.

- Signature
- Company Registration Number
- Company Name
- VAT Number
- Postal Address
- Directors Information
- ID Copies
- Clients account number
- Drivers Name and Surname
- IP Address
- Server Names
- Financial & banking details
- Designation
- Telephone number
- Email address
- Names and Surname
- Details of employment relationship
- Remuneration details
- Certificates/Qualifications
- Drivers license details
- Curriculum Vitae
- Cell Phone Number
- Physical address
- Identification Number
- Education history
- Employment history

Special personal information could be about your health, your racial or ethnic origin, your trade union membership etc. We collect the following special personal information, under the appropriate lawful basis.:

- Race or ethnic origin
 - S27 - We have the data subject's consent

We collect your personal information from the following indirect sources

Data subject type	Personal information type	Indirect source name
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Prospects	Names and Surname	Social Media Platforms
Clients	Names and Surname	Approved Supplier
Clients	Names and Surname	E-Tenders
Clients	Names and Surname	Linked-In etc
Prospective Employees	Names and Surname	Approved Supplier
Prospective Employees	Names and Surname	Social Media Platforms
Prospects	Names and Surname	Approved Supplier
Prospects	Names and Surname	Public Source
Clients	Designation	E-Tenders
Clients	Designation	Linked-In etc
Prospects	Designation	Approved Supplier
Prospects	Designation	Public Sources
Prospects	Designation	Social Media Platforms
Clients	Designation	Approved Supplier
Prospective Employees	Details of employment relationship	Approved Supplier
Prospective Employees	Remuneration details	Approved Supplier
Prospective Employees	Certificates/Qualifications	Approved Supplier
Prospective Employees	Marital status	Recruitment Agency
Prospective Employees	Drivers license details	Approved Supplier
Prospects	Company Name	Social Media Platforms
Clients	Company Name	LinkedIn, Facebook
Prospects	Company Name	Approved Supplier
Clients	Company Name	E-Tenders
Prospects	Company Name	Public Sources
Clients	Company Name	Approved Supplier
Prospective Employees	Curriculum Vitae	Approved Supplier
Clients	Cell Phone Number	Linked-In etc
Prospects	Cell Phone Number	Public Source
Prospective Employees	Cell Phone Number	Social Media Platforms
Prospects	Cell Phone Number	Approved Supplier
Prospects	Cell Phone Number	Social Media Platform
Prospective Employees	Cell Phone Number	Approved Supplier
Clients	Cell Phone Number	Approved Supplier
Clients	Cell Phone Number	E-Tenders
Prospects	Physical address	Approved Supplier
Prospects	Physical address	Public Source
Prospects	Physical address	Social Media Platforms

Clients	Physical address	Approved Supplier
Clients	Physical address	E-Tenders
Clients	Physical address	Linked-In etc
Prospective Employees	Physical address	Approved Supplier
Prospective Employees	Identification Number	Approved Supplier
Prospective Employees	Telephone number	Approved Supplier
Prospects	Telephone number	Approved Supplier
Prospects	Telephone number	Public Source
Prospects	Telephone number	Social Media Platforms
Clients	Telephone number	E-Tenders
Clients	Telephone number	Linked-In etc
Prospective Employees	Telephone number	Social Media Platforms
Prospective Employees	Confidential Correspondence	Employee Agencies
Prospective Employees	Education history	Approved Supplier
Prospective Employees	Employment history	Approved Supplier
Prospective Employees	Employment history	Social Media Platforms
Prospects	Email address	Social Media Platforms
Clients	Email address	Approved Supplier
Clients	Email address	E-Tenders
Prospective Employees	Email address	Approved Supplier
Clients	Email address	Linked-In etc
Prospective Employees	Email address	Social Media Platforms
Prospects	Email address	Approved Supplier
Prospects	Email address	Public Source
Data subject type	Special personal information type	Indirect source name
Prospective Employees	Race or ethnic origin	Social Media Platforms
Prospective Employees	Race or ethnic origin	Approved Supplier

Who might we share your personal information with?

To maintain and improve our services, your personal information may need to be shared with or disclosed to our service providers, other organisations such as ours or, in some cases, public or legal authorities.

We transfer personal information to the following organisations and countries:

Data subject type	Organisation name	Type	Country
Clients	CGIC	Responsible Party	South Africa
Clients	Courier IT	Responsible Party	South Africa
Clients	Pargo Couriers	Responsible Party	South Africa
Clients	RTT	Responsible Party	South Africa

Clients	South African Revenue Services (SARS)	Responsible Party	South Africa
Clients	Vendors	Responsible Party	United States
Prospects	Vendors	Responsible Party	United States
Suppliers	CGIC	Responsible Party	South Africa
Suppliers	Clients and Potential Clients	Responsible Party	South Africa
Suppliers	Seko Air	Responsible Party	South Africa
Suppliers	Seko Sea	Responsible Party	South Africa
Suppliers	South African Revenue Services (SARS)	Responsible Party	South Africa

If we transfer your personal information outside of South Africa, we apply the necessary safeguards which include, confirming whether the receiving country has the proper data protection law, ensuring that there is a binding agreement between parties or, if the transfer is internal to our organisation, commitment to binding corporate rules. Details of these safeguards may be obtained by contacting us directly.

How do we look after personal information?

We limit the amount of personal information collected to only what is fit for the purposes as described above. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction; whether physical or electronic. We retain personal information only for as long as is described above, to respond to your requests, or longer if required by law. If we retain your personal information for historical or statistical purposes we ensure that the personal information cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal information.

How can you access your personal information?

You have the right to request access to any of your personal information we may hold. If any of that information is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely.

If you would like to make a request to see what personal information of yours we might hold, you may make a request from our organisation website or contact us as per the details above

Where you have previously given your consent to process your personal information, you also have the right to request that we transmit your personal information to a different service provider.

Where it may have been necessary to get your consent to use your personal information, at any moment, you have the right to withdraw that consent. If you withdraw your consent, we will cease using your personal information without affecting the lawfulness of processing based on consent before your withdrawal.

Our Information Officer

Wade Calenborne
wade@sithabile.co.za
Telephone: +0118487400
Mobile: +0828234300

The SA Information Regulator

You have the right to lodge a complaint with the SA Information Regulator. See the Information Regulator contact details below.

The Information Regulator (South Africa)
PO Box 31533
Braamfontein
27 Stiemens St

Braamfontein
2017
The Information Regulator (South Africa)
complaints.IR@justice.gov.za
27827464173
infoereg@justice.gov.za