TIME TRUCKING (PTY) LTD

PRIVACY NOTICE

Introduction:

The purpose of the Privacy Notice is to inform all those people whom we collect, process, store, retain and dispose Personal Information from, how we apply and protect these processes, in order to comply with the Popi Act, 4 of 2013.

Who we are:

Time Trucking is operating in the Road Freight Industry.

Policy Principles

Principle 1: Accountability

- We must take reasonable steps to ensure that personal information obtained from employees, clients, suppliers and from possible candidates for new employment is stored safely and securely.
- This includes Birth certificates, IDs, Passport and Visa copies, CV's, Resumes, References, Qualifications, Integrity Checks and any other personal information that may be obtained.

Principle 2: Processing Limitation

- We will collect personal information directly from employees, clients, suppliers and candidates for employment.
- Once in our possession we will only process or release personal information with their consent, except where we are required to do so by law. In the latter case we will always inform the data source/ responsible contact.

Principle 3: Specific Purpose

- We collect personal information from employees, clients, suppliers and candidates for the purpose of processing personal information to enhance the business and for the purpose of employment applications.

Principle 4: Limitation on Further Processing

- Personal information may not be processed further in a way that is incompatible with the purpose for which the information was collected initially. We collect personal information for processing to enhance the business and it will only be used for that purpose.

Principle 5: Information Quality

- We are responsible for ensuring that personal information is complete, up to date and accurate before we use it. This means that it may be necessary to request from the data source / responsible contact, from time to time, to update their information and confirm that it is still relevant.

Principle 6: Transparency/Openness

- Where personal information is collected from a source other than directly from the source (e.g. Social media, portals) we are responsible for ensuring that the candidate is aware:
    - That their information is being collected;
    - Who is collecting their information by giving them our details;
    - Of the specific reason that you are collecting their information.

Principle 7: Security Safeguards

- We will ensure technical and organisational measures to secure the integrity of personal information, and guard against the risk of loss, damage or destruction thereof. Personal information must also be protected against any unauthorised or unlawful access or processing. We are committed to ensuring that information is only used for legitimate purposes with responsible contact consent and only by authorised employees of our organisation.

Principle 8: Participation of Individuals

- Employees, clients and suppliers are entitled to know particulars of their personal information held by us, as well as the identity of any authorised employees of our agency that had access thereto. They are also entitled to correct any information held by us.

Processing Personal Information:

Processing of Personal Information is conducted in terms of the Protection of Personal Information Act (POPIA), and consists of the following:

- The data subject or a competent person where the data subject is a child, may consent to the processing.
- A data subject has the right to withdraw his/her consent;
- The processing complies with an obligation imposed by law on the business;
- The processing protects a legitimate interest of the data subject;
- The processing is necessary for pursuing the legitimate interests of the business or of a third party to whom the information is supplied.

Data protection rights:

- A data subject is entitled to access personal data by sending a written request to the Information Officer.
- A fee may be charged for this service as set out in terms of Condition 8 of POPIA.
- On request personal data may be corrected or supplemented.
- Requests for the destruction of personal data will be considered in light of any other laws or regulations prohibiting the destruction of that data.

There is no requirement to pay any charge for exercising any rights.

The School has one month to respond to any request.

Contact details:

Name: Ms Annette Merry (Information Officer)

Address: 16 Jacoba Street, Alberton North.

Phone Number: (011) 907-4582

E-mail: annette@timetrucking.co.za

Name: Ms Mona Twoco (Deputy Information Officer)

Address: 16 Jacoba Street, Alberton North.

Phone Number: (011) 907-4582

E-mail: mona@timetrucking.co.za

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us by approaching the Information Officer in writing at the above address.

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

Their contact details are as follows:

The Information Regulator (South Africa)
33 Hoofd Street
Forum III, 3rd Floor Braampark
P.O Box 31533
Braamfontein, Johannesburg, 2017

Complaints email: complaints.IR@justice.gov.za