

# G2 POPI Disclaimer and Privacy Policy

G2 Security Pty Ltd trading as G2 Fire is committed to compliance with the directives of the South African Constitution and National Legislation and respects clients right to privacy and therefore aims to ensure that she comply with the legal requirement of the Protection of Personal Information Act (POPIA) which regulates the manner in which she collects, process, store, share and destroy any personal information which clients have provided to her. The responsibility for administration of and compliance with POPIA and PAIA lies with the Information Officer as registered with the Information Regulator of South Africa under registration number 64328/2021-2022/IRRTT and requests pursuant to the provisions of these Acts should be directed as follows:

Contact Person	Nichola Allan
Address	Unit 30 APD Industrial Park, Kya Sand, Johannesburg
Telephone	076 841 0378
Email	nichola@g2fire.co.za

## 1. WHY WE COLLECT PERSONAL INFORMATION:

We collect personal information in order to liaise with you telephonically or by email so that we may:

- Respond to any query or comment received from you.
- Provide you with products, goods and services;
- For the purposes for which you specifically provided the information; and
- Generally, to facilitate that we can perform in accordance with the services offered by G2 Security Pty Ltd
- Comply with legislative, regulatory, risk and compliance requirements, voluntary and involuntary codes of conduct and industry agreements or to fulfil reporting requirements and information requests;
- Process payment instructions;
- Market our products, goods and services to you;
- Enable you to take part in and make use of value-added products and services;
- Assess our lending and insurance risks
- For employment law and tax legal requirements
- Any other related purposes

## 2. WHEN AND HOW WE SHARE YOUR PERSONAL INFORMATION:

- We will only share your personal information:
  - In order to comply with any applicable laws on behalf of your company (we undertake to first liaise with you);
  - At your request or instruction;
  - Where it is necessary to conclude or perform under a contract we have with you;
  - In order to provide products, goods and services to you;
  - Shared with government departments as legally required;
  - If called upon to do so as a result of an obligation imposed on G2 Security Pty Ltd by law or to enforce the collection of revenue as defined in section 1 of the South African Revenue Services Act;
  - For the conduct of proceedings in any court or tribunal that have been commenced or are reasonably contemplated;

## 3. WHAT PERSONAL INFORMATION IS HELD

We will only collect information relevant to doing business with you which will include, but is not limited to:

- Full name and initials;
- Identity number;
- Contact details (email, telephone number, physical address, postal address);

- Biometric information ( like fingerprint, signature or voice);
- National origin;
- Age;
- Relevant financial information;
- Medical history; criminal history; employment history;
- Physical health; mental health; well-being; disability; religion; culture;
- Birthplace;
- Education;
- Language;

#### **4. BUSINESS INFORMATION**

G2 Security Pty Ltd trading as G2 fire  
 Unit 30 APD Industrial Park  
 Elsecar Street  
 Kya Sand  
 Gauteng 2169

#### **5. WE WILL:**

- Treat your business and personal information as strictly confidential;
- Take appropriate technical and business-related measures to ensure that your personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access;
- Promptly notify you if we become aware of any unauthorised use, disclosure or processing of your personal information;
- Provide you with reasonable evidence of our compliance with our obligations under this policy on reasonable request;
- We will not retain your personal information longer than the period for which it was originally required, unless we are required by law to do so, or you consent to us retaining such information for a longer period.;
- We will only transfer your personal information to third parties in another country where it is necessary to perform under a contract with you, you have consented to the transfer, or where it is not reasonably practical to obtain your consent, the transfer is in your interest.

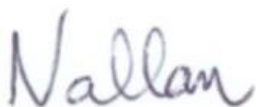
Although we take the aforementioned precautions in protecting your personal information, we shall however not be liable for any loss or damage, howsoever arising, suffered as a result of the disclosure of such information if outside of our reasonable control.

#### **6. YOUR RIGHTS**

- You must provide proof of identity when enforcing the rights;
- You must inform us when your personal information changes;
- Please refer to our Promotion of Access to Information Act manual (PAIA Manual) for further information on how you can give effect to your rights;

You have the duty and right about the personal information we have about you:

- To rectify or delete the Personal Information collected by us;
- Object to the processing of Personal Information (subject to legislation);
- Request the return or destruction of Personal Information (subject to legislation);
- Lodge a complaint with the company;



**Nichola Allan**  
**Director G2 Security Pty Ltd**  
**Date: 29 June 2021**