



PROTECTION OF PERSONAL INFORMATION

EthixRisk Services

ETHIXRISK SERVICES (PTY) LTD

Customer Personal Information Protection Statement

1.

Due to the nature of certain engagements, EthixRisk Services (PTY) Ltd hereinafter referred to as "EthixRisk" may from time to time request, capture, retain and/or be required to disclose your personal information or that of your employees and/or your organisation. This information will at all times be controlled and dealt with in accordance with the requirements of the Protection of Personal Information Act 4 of 2013 ("POPI Act").

2.

At Ethixrisk we are committed to the protection of your privacy and as such apply all possible measures in providing assurances that your personal information is collected and used appropriately, lawfully and transparently within the ambits of engagement.

The information we collect

3.

We collect and process your basic personal information prior to engagement with the intention to meet and understand your risk based requirements, and in turn to be engaged in delivering our services in accordance with pre-determined engagement confirmations reflecting the level of information sharing, access to information, and appropriate disclosure processes and requirements to be met.

4.

For this purpose we will collect contact details including your name and organisation details as advertised or accessible through publically available publications, web presence, and advertised media.

5.

We will also collect engagement related confidential and non-confidential information which may be implied within the prescriptive word of the POPI Act, but this information, evidence and other supporting information, data, and other forms of physical and non-physical information will be collected only as per the agreed to scope of work.

6.

With regards to the identity of whistle-blowers, the collected information, whether provided or collected digitally, auidial, or in writing, will be retained in confidence within the ambits of the law. Where disclosures are agreed to in advance, or instructed through law, such disclosures of information will be made in strict accordance with legal practices.

7.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

8.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

9.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Embedded content from other websites

10.

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

11.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

Purpose of information collection

12.

We will use your personal information only for the purposes for which it was collected and agreed with you. In addition, where necessary collected information may be retained for legal purposes.

Information retention

13.

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

14.

Our confidentiality practices and procedures include but is not limited to:

- i. Physical access to our premises;
- ii. Digital and network security through our third party web providers;
- iii. Prevention of unauthorised access to client and engagement related information;
- iv. Non-disclosure agreements including client and third party access;
- v. Retention and disposal of information; and
- vi. Acceptable use of personal information.

15.

The collection of, sharing and/or disclosure of information obtained as a result of engagements will be dealt with in accordance with the engagement rules agreed to in advance.

16.

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

17.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

Access to personal information

18.

You have the right to request a copy of your personal information that we may have collected as a result of our engagement with you and/or any other party. This information will however relate to your person only, unless agreed to in advance with the party who had engaged our services.

19.

To submit such a request, you will be required to contact EthixRisk vide our available contact information which is easily obtainable from our web page. All information requests shall be: (i) in writing, (ii) shall be accompanied by a valid reason for such access, (iii) shall be relevant to your personal information only, (iv) shall be accompanied by your full names, last name, and identity number, address of employment, residence (with proof of residence), and contact number, (v) a copy of your valid identity document. A fee may be raised with regards to any personal information request outside of the client agreed to engagement.

20.

Client access to collected information, reports, assessment outcomes, reviews, and any other engagement related information shall be subject to the agreed to disclosure arrangement.

21.

If you have an account on this site or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Embedded content from other websites

22.

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

23.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

How long we retain your data

24.

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

25.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

Correction of your information

26.

You have the right to request an update, or correction of your personal information. For this purpose the same process and supporting information will be required as contained in section 12 *supra*.

The POPI Act

27.

The processing of personal Information is broadly defined in the act and include but are not limited to the collection, storage, receipt, updating, distribution and destruction of personal information.

28.

Personal information also has a broad definition and includes information of a natural person and where applicable a juristic person as follows:

- i. information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- ii. information relating to the education, medical, financial, criminal or employment history of the person;
- iii. any identifying number, symbol, e-mail address, physical address, telephone number or other particular assignment to the person;
- iv. the biometric information of the person;
- v. the personal opinions, view or preferences of the person;
- vi. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that will reveal the contents of the original correspondence;
- vii. the view or opinions of another individual about the person; and
- viii. the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.