



POPIA CONSENT FORM

PROTECTION OF PERSONAL INFORMATION CONSENT FORM BY MEASURED ENTITY: POPIA 4 of 2013

Company Name:	
Company Registration Number:	
Physical Address:	

By signing this form, I/we hereby grant my/our voluntary consent that my/our personal information may be processed, collected, used, and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013.

I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as SM BEE RATING AGENCY must use my/our information in the performance of its legal duty (verification services).

I/we furthermore understand that there are instances in terms of the abovementioned Act where my expressed consent is not necessary to permit the processing of personal information which may be related to B-BBEE verification processes or when the information is publicly available.

SM BEE Rating Agency is committed to protecting personal information of all its clients and employees and ensures that all persons and applicants' personal information in SM BEE Rating Agency's possession is adequately protected to avoid unauthorised access and use.

SM BEE Rating Agency further undertakes to collect personal information for a specific purpose (B-BBEE Verification) which is explicitly and limit the processing of personal information to this specific purpose and that, all personal information will be used appropriately, transparently, and securely in accordance with all applicable laws.

CUSTOMER PRIVACY NOTICE BY SM BEE RATING AGENCY: PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013

About SM BEE Rating Agency:

This Notice explains how SM BEE Rating Agency obtains, uses and discloses your personal information, in accordance with the requirements of the Protection of Personal Information Act ('POPIA'). Here at SM BEE Rating Agency, we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

The information we collect:

Processing means any operation or activity or any set of operations, whether by automatic means, concerning Personal Information, including:

- The collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- Dissemination by means of transmission, distribution or making available in any other form; or
- Merging, linking, as well as restriction, degradation, erasure or destruction of personal information.

We collect and process your personal information mainly to contact you for the purposes of B-BBEE Verification process, to understand your requirements and delivering our services to you accordingly. For this purpose, we will collect contact details including your name and organisation.

We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional. Website usage information may be collected using “cookies” which allows us to collect standard internet visitor usage information.

How we use your information:

We will use your personal information only for the purpose for which it was collected for and agreed with you which is B-BBEE Verification process, where necessary, your information will be retained for SANAS audits or any legal purposes.

For example:

- To gather contact information;
- To confirm and verify your identity or to verify that you are an authorised user for security purposes;
- For the detection and prevention of fronting, misrepresentation or other malpractices;
- To conduct B-BBEE Verification processes;
- For SANAS annual audits, the dtic, Industry Sector Council and for record keeping purposes;
- In connection with legal proceedings.

Disclosure of information:

We may disclose your personal information to SANAS and your Industry Sector Council who are involved in the delivery of our service to you. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law or industry codes;
- Where we believe it is necessary to protect our rights.

Information Security:

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised 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.

Our security policy and procedures cover:

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- No outsourcing of our work to any third party;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

Your Rights: Access to information

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us in writing using this email: info@smbbbee.co.za and specify what information you require. We will need amongst other documents; a copy of your most recently certified ID to confirm your identity before providing details of your personal information. Please note that any such request may be subject to a payment of a legally allowable fee.

Correction of your information:

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your ID document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate.

Definition of personal information:

It means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person (whether SM BEE Rating Agency's employees, directors, clients, suppliers, contractors, shareholders), including, but not limited to:

- a) Information relating to the race, gender, sex, pregnancy, marital status, nationality, ethnic or social group, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, and date of birth of the person;
- b) Any identity document/passport, phone number, email address, financial information, physical address, location information, online identifier, criminal record, employment history, education, or other particular and private correspondence of the person;
- c) The biometric information of the person;
- d) The personal opinions, views or preferences of the person;
- e) Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- f) The views or opinions of another individual about the person; and
- g) 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;
- h) And includes 'special personal information' referred to in section 26 of the POPIA such as religion, race or ethnic origin, criminal record, trade union membership, health, medical records, or biometric information of a Data Subject.

How to contact us:

If you have any queries about this Notice, you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers/email listed on our website.

I hereby confirm that: I personally read, fully understood the customer privacy notice and signed this consent form

Signed at _____ on this day _____ of _____ 20 _____

Full Names and Surname (M.E. Shareholder/Member): _____

Position held in the Company: _____

Signature: _____

Please note: this consent form must be signed by a Shareholder of the Company.