

01 July 2021

Dear Elvey Group (Elvey Security Technologies, Global Communications, Commercial ICT, SS Telecoms) Client

## **Customer Declaration**

### **Compliance with the Protection of Personal Information Act, 2013**

This communication is sent to you by the Elvey Group (Elvey Security Technologies, Global Communications, Commercial ICT, SS Telecoms).

The Protection of Personal Information Act 4 of 2013 ("**POPIA**") came into operation on 1 July 2021 and will significantly change the current data protection regime in the Republic of South Africa. Amongst other things, POPIA requires us to comply with certain requirements when we process your personal information as defined in POPIA.

Personal information under POPIA is defined to also include the personal information of identifiable, existing juristic persons and it requires us to provide certain information regarding how the Elvey Group will deal with the personal information that you give to us, our affiliates, or agents, or that we otherwise obtain.

#### **Why is this communication being sent to you?**

This notice is being sent to you as you are a Client of the Elvey Group and we are sending this notice to you so that you are aware and can ensure that any individuals connected with you (such as your third party representatives, employees, officers, directors, shareholders, independent contractors, sub-contractors, agents and expatriates and other related individuals) ("**Associated Parties**") are notified by you about how the Elvey Group handles personal information which is provided to it or it otherwise obtains. You should ensure that such Associated Parties are provided with a copy of this notice.

This notice is also relevant to other entities connected with you (including any affiliates or sub-contractors and agents appointed by you), to the extent that the Elvey Group handles personal information relating to such entities or their Associated Parties.



**Where can you find information about the Elvey Group's commitment to data protection and privacy?**

For information regarding the Elvey Group's commitment to data protection and privacy, including the circumstances in which it may share personal information with other affiliates or third parties, please refer to the attached privacy notice (the "**Privacy Notice**").

The Privacy Notice also sets out valuable information about how you and Associated Parties may exercise your Data Subject Rights under POPIA and in this regard we refer you to clause 8 of the Privacy Notice.

**What impact will POPIA have on our relationship going forward?**

Whenever you provide us with your personal information or the personal information of an Associated Party, we the Elvey Group shall collect, process, and store the personal information of the Client for the purpose intended, namely the opening of an incidental credit account with the Elvey Group and that it shall proceed to act in accordance with the provisions of POPIA in collecting, processing, and storing the Client's personal information.

During the business relationship between the Client and the Elvey Group, the Client acknowledges and consents to the processing of the Client's personal information for any purpose relating to the vetting, administration, management and operations of the Elvey Group's legitimate business purposes or legal obligations by the Elvey Group or anyone acting on behalf of the Elvey Group.

The Elvey Group undertakes not to disclose the Client's personal information unless it is legally or contractually required or for its legitimate business purposes. Similarly, the Client has the corresponding obligation to the Elvey Group in this regard.

The Client declares that all personal information supplied to the Elvey Group for the purposes of procurement and related legal and operational reasons are accurate, up to date, is not misleading and that it is complete in all respects. The provision of misleading information by the Client may lead to termination of the business relationship with the Elvey Group. It shall always remain the responsibility of the Client to immediately advise the Elvey Group of any change to its personal information should any of the Client details change including, but not limited to, a change of ownership or control in the Client.

Keeping personal information secure is one of our most important responsibilities. The Elvey Group adopts the necessary technical, administrative, and physical security measures in terms of POPIA, for the protection of your personal information. Only appropriate employees are authorised to access personal information for legitimate and specified business purposes. Our employees are bound by an internal privacy policy that requires confidential treatment of personal information. We also oblige our clients to comply with the security measures required by POPIA to protect your personal information.

Nothing in this notice or in the Privacy Notice is intended to limit or override the scope of any other consent to disclosure separately given by a party to any other party (including pursuant to a separate agreement or an industry protocol). Any agreement between the parties to maintain confidentiality of information contained in any non-disclosure, confidentiality or other agreement shall continue to apply in full force and effect. In the event of conflict, the terms set out in the Privacy Notice shall prevail only to the extent necessary for the parties to comply with applicable law and regulation.

In any event, please note that your use or continued use of services or your continued provision of Personal Information (as defined by POPIA) will signify to us your acceptance of the Privacy Notice.

If you have any questions regarding this communication or the Privacy Notice, please send an email with your questions to our Deputy Information Officer (Accounts Receivable) at the following email address: michelle@elveygroup.com .

Kind regards,

**Elvey Group**  
**Finance Department**

The Client hereby provides its consent to the Elvey Group to process its personal information, as provided above, and acknowledges that it understands the purpose for which it is required and for which it will be used.

**Signed on behalf of the Customer duly authorised:** \_\_\_\_\_

**Full Names of duly authorised signatory of Customer:** \_\_\_\_\_

**Name of Customer:** \_\_\_\_\_

**Customer Address:** \_\_\_\_\_

