

LEGISLATION

The Protection of Personal Information Act, 2013 (Act 4 of 2013)

Protection of Personal Information Act: Commencement of certain sections (English / Afrikaans), GG 43461, RG 11136, P 21, 22 Jun 2020.

Sections 2 to 38; 55 to 109; 111; and 114(1), (2) and (3) shall commence on 01 July 2020 and sections 110 and 114(4) shall commence on 30 June 2021.

- The Information Regulator has, under section 112(2) the Act made the regulations relating to the Protection of Personal Information Act, 2013 (Act No. 4 of 2013), GG 42110, RG 10897, GoN 1383, 14 Dec 2018 (English / Afrikaans)
- The Promotion of Access to Information Act, 2000 (Act 2 of 2000)
- Promotion of Access to Information Amendment Act, 2019 (Act 31 of 2019) Eng/Afr
- The Promotion of Access to Information Amendment Act, 2002 (Act 54 of 2002)

What is personal information?

Personal information is a broad term and relates to an identifiable, natural or legal entity and includes, but is not limited to:

- Contact information – telephone number, email address etc.
- Private correspondence.
- Biometric information – blood group etc.
- Demographic information – age, gender, race, date of birth, ethnicity etc.
- Opinions of and about a person or group.
- History – employment, financial information, medical history, criminal history as well as educational history.

Website: www.megasand.co.za

Registered Company: Mega Sand & Stone

@ 71 Steyr Street, Aureus, Randfontein, 1760

By viewing this website or make use of Mega Sand & Stone services you hereby acknowledge that you have read and accept the following Protection of Personal Information (POPI) disclaimer.

Mega Sand shall take all reasonable security measures for digital and on premises to protect the personal information of users and for the purpose of this disclaimer “personal information” shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 (“PAIA”) and the Protection of Personal Information Act, Act 4 of 2013 (“POPI”).

Mega Sand & Stone Security Policies and Procedures Covers:

- Physical security.
- Computer and network security.
- Access to personal information.
- Secure communications.
- Security in contracting out activities or functions.
- Retention and disposal of information.
- Acceptable usage of personal information.
- Governance and regulatory issues.
- Monitoring access and usage of private information.
- Investigating and reacting to security incidents.
- When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure.

The Collection of Personal Information

Mega Sand collects Personal information primarily for the following purposes:

- Employee and Contractor Information.
- To Remunerate the person for services rendered or work done.
- Security policies.
- To comply with laws authorising or requiring such processing, including (but not limited to) the Basic Conditions of Employment Act 75 of 1997; the Labour Relations Act 66 of 1995; the Employment Equity Act 55 of 1998; the Occupational Health and Safety Act 85 of 1993, the Income Tax Act 58 of 1962 and the VAT Act 89 of 1991.
- To Admit the person to the Pension Fund and/or Medical Aid providers, UIF or Workers Compensation if applicable.
- Emergency contact details for emergencies.
- To conduct criminal, credit, fraud, employment reference and other related reference checks.
- To provide value added services such as human resource administration, training, performance reviews, talent management and other reasons related to the management of employees and/or contractors.

Customer Information

- To render customer related services and administration of customer accounts.
- To contact customer on delivery times.
- To contact customer for directions if needed.
- To conduct criminal, fraud, credit, reference and other related reference checks.
- To authenticate the customer.
- To provide the customer with information which Mega Sand believes may be of interest to the customer, such as information relating to public awareness campaigns and matters of general public interest in which Mega Sand is involved, Specials and brand awareness.
- To conduct market or customer satisfaction research or for statistical analysis.

Supplier and Third-Party Contractor/Service Provider Information

- To render services relating to the administration of supplier supplier/service provider or contractor accounts.
- To secure the products and services of the supplier/service provider or contractor as part of Mega Sand product and service offering.
- To provide the supplier/service provider or contractor with information which Mega Sand believes may be of interest, such as information relating to public awareness campaigns and matters of general public interest in which Mega Sand is involved or has decided to lend its support to.
- To manage the Mega Sand company and relationship with the supplier and/or contractor for any purposes required by law by virtue of the relationship between the supplier and Mega Sand.

Children/Minor Information

- Another part of our priority is adding protection for children while using the internet. We encourage parents and guardians to observe, participate in, and/or monitor and guide their online activity.
- Mega Sand & Stone does not knowingly collect any Personal Identifiable Information from children under the age of 13. If you think that your child provided this kind of information on our website, we strongly encourage you to contact us immediately and we will do our best efforts to promptly remove such information from our records.

Sources of Personal Information

Personal information may be collected from the following sources:

- Directly from the person when he/she applies for any Mega Sand related employment, provide services to Mega Sand & Stone, submit forms requests or transactions, use our websites, Facebook, Google Ads or make use of any of the Mega Sand services.
- From public registers, credit bureaus and law enforcement agencies and any other organisation from which Mega Sand & Stone may acquire your information.
- From people and entities employed by Mega Sand & Stone to provide services to Mega Sand which may be legally entitled to provide Mega Sand & Stone with personal information.

The Storage of Personal Information

All personal information collected by Mega Sand will be stored as follows:

- In a secure and safe manner according to strict information security principles with safeguards to ensure its privacy and confidentiality.
- For no longer than is necessary to achieve the purpose for which it was collected unless further retention is:
 - a) Required by law or contractual obligation
 - b) Otherwise reasonably required by Mega Sand for lawful purposes related to its functions and activities
 - c) Retained further with the person's consent with proper security checks in place.
 - d) After which the information will be de-identified and disposed of.

Sharing of Personal Information

Any information supplied to Mega Sand will be treated as confidential and Mega Sand will not disclose information unless legally permitted thereto. NO information will be transferred to a Third Party without the explicit consent of the data subject unless legally obliged thereto. By providing the personal information, the data subject agrees that Mega Sand may transfer the information to the following people and organisations in pursuit of the data processing purposes set out in our Privacy Policy.

- To the divisions and entities of Mega Sand, including directors, employees, contractors, agents, auditors, legal and other professional advisors who are authorised to process this information.
- To financial and government organisations who may request information from Mega Sand & Stone, in which case the data subject will be notified in advance; the provision of such information, including banks, governmental, judicial, regulatory and law enforcement bodies including the South African Revenue services and the National Credit Regulator.
- To persons employed by Mega Sand to provide services or research on our behalf and that adhere to principles similar to Mega Sand regarding the treatment of personal information.
- To any person to whom Mega Sand cede, delegate, transfer or assign any of our rights or obligations pertaining to products and/or services provided to the person or contracts concluded with the person.
- To any person who acts as legal guardian, executor of an estate, curator or in a similar capacity.
- To any person or persons who may be permitted by applicable law or that you may consent to, including persons or entities who may request such information to evaluate the credit worthiness of the person.

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.

Your Rights regarding your Personal Information

A data subject (employee, contractor, supplier and/or customer) has the following rights to his/her personal information collected, processed and stored by Mega Sand & Stone:

- Right of access to and the right to rectify or update the personal information collected.
- The right not to use the services of Mega Sand & Stone.
- The right to disable cookies.
- The right to object at any time to the processing of the personal information in which event the consequences of the objection will be explained to the data subject.
- The right to request Mega Sand to no longer process the personal information of the data subject should the information not be required for further processing or by law.

General Conditions pertaining to Personal Information

Mega Sand accepts no liability whatsoever for any loss, damage (whether direct, indirect, special or consequential) and/or expenses of any nature whatsoever which may arise as a result of, or which may be attributable directly or indirectly from information made available on these pages or links, or actions or transaction resulting there from.

The Laws of the Republic of South Africa will govern all terms and conditions of any products and services contained in these pages. Should you request products or services through Mega Sand & Stone you hereby consent and submit to the jurisdiction of the South African courts in regard to all proceedings, actions, applications or the like instituted by each party against the other, and in any way arising from any stated terms and conditions.

Contact Details

In the event that you need to contact the Company for purposes related to these Terms and Conditions, please use the following contact details:

- Telephone: (010) 447 6666
- Email: info@msand.co.za
- Physical address: 71 Steyr Street, Aureus, Randfontein, 1760