

DATA PROCESSING POLICY

POPIA COMPLIANCE MAGNA BEE RATINGS (PTY) LTD

DOCUMENT NAME AND VERSION	Data Processing Policy v1
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AUTHORISED BY	
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This processing policy applies to the Personal Information (the "Content") processed by MAGNA BEE RATINGS (PTY) LTD (hereinafter referred to as "MAGNA RATINGS"), the clients of MAGNA RATINGS are referred to in this processing policy as our "Stakeholders".

This policy is in compliance with the Protection of Personal Information Act 4 of 2013.

1. About This Processing Policy

This processing policy applies to the personal information (the "Content") processed by MAGNA RATINGS to:

- add new clients / suppliers / service providers / employees (hereinafter referred to as stakeholders) onto our system.
- attend to the necessary tasks in the recruitment / employment / payroll process.
- Act as per our client's instructions to attend to their B – BBEE Verification Audit.

2. Why Do We Collect Personal Information?

We collect Content in order to efficiently operate our business and:

- To generate invoices for work done
- Process documentation in accordance with the SANAS guidelines in respect of B-BBEE Audits;
- Perform pre-employment checks during our recruitment process
- Pay Employees
- For Marketing purposes

We do use the Content for research and analytical purposes to improve the Services we offer, to our customers as detailed above.

For any questions or requests regarding this Policy or if a Data subject would like to exercise his rights including contacting the Information officer, please use the following contact information: 010 880 4420 / leandra@magnaratings.co.za

3. Information Processed

The stakeholder information we process may include:

Service Providers:

- Company Name
- Vat Number
- Addresses
- Contact numbers
- Email addresses
- Bank Account Details

Employees:

- Full Name
- Identity numbers
- Race
- Gender
- Addresses
- Telephone numbers
- Email addresses
- Income Tax number
- Medical Records
- Banking details

Clients:

- Full name / Company Name
- Identity Numbers / Registration Numbers
- VAT Numbers
- Addresses
- Contact Numbers
- Income Tax Numbers
- Email Addresses
- Bank Account details
- Employment status / details
- Employee payroll
- Employee medical history (disabled employees)
- Employee demographics
- Financial Statements
- General Ledgers
- Supplier Ledgers

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4. Who We Hold Information on?

Our Content includes personal information about:

- Clients
- Service providers
- Employees

5. Information Recipients

We share information with:

- B – BBEE Verification Consultants
- Accountants / Tax Practitioners
- External Auditors
- Our regulatory body, SANAS.

6. Security

We have appropriate physical, electronic, and managerial procedures to safeguard and help prevent unauthorised access and maintain data security of, and to use correctly, the information we collect from you. These safeguards vary based on the sensitivity of the information that we collect and store. We have implemented procedures designed to limit the dissemination of your information to only such designated staff as are reasonably necessary to carry out the stated purposes we have communicated to you.

6. Retention of Information

We will only keep your data as long as it remains necessary for the identified purpose(s) for which it was originally collected, in accordance with this Policy and our Data retention Policy.