

## PRIVACY POLICY STATEMENT

Respecting and protecting your Personal Information (please refer to the definition of Personal Information at the end of this policy statement) is very important to us. It is also a Constitutional right, a legal requirement as per the Protection of Personal Information Act of 2013 (the Act), and a good business practice requirement, which we take very seriously.

In line with the conditions in the Protection of Personal Information Act of 2013 (the Act), we

- ✓ Accept joint responsibility and accountability with you to responsibly manage and protect your Personal Information when providing our services and solutions to you;
- ✓ Undertake to receive, only from you, and process the Personal Information that is necessary for the purpose to assist you with your required solutions, conclude the necessarily related agreements and consider the legitimate legal interests of everyone concerned, as required by the Act and to respect your right to withdraw your consent for the processing of your Personal Information;
- ✓ Undertake to only use your Personal Information for the purpose required to assist you or provide solutions to you;
- ✓ Undertake not to share or further process your Personal Information with anyone if not required for assisting you with your solutions or by the law;
- ✓ Undertake to be open and transparent and notify you as and when required by law regarding why and how your Personal Information needs to be collected;
- ✓ Undertake to safeguard and protect your Personal Information in our possession;
- ✓ Undertake to freely confirm what Personal Information we have, to update and correct the Personal Information, and to keep it for no longer than legally required.

# JEMSTECH

Turnkey Electronic Manufacturing Services Provider

---

We may be required to collect, use, or keep your Personal Information as prescribed by the relevant laws and regulations and for reasons such as:

- ✓ To share with and provide relevant products or services to you, to carry out the transaction you requested, and to maintain our relationship;
- ✓ To respond to your queries;
- ✓ To confirm and verify your identity or to verify that you are an authorised user or company for security purposes;
- ✓ To conduct credit reference searches or verification, only if you authorise this or if it's a requirement to provide your solutions to you;
- ✓ For operational purposes required to assist you with the solutions you require;
- ✓ For audit and record-keeping purposes;
- ✓ In connection with possible requirements by the Information Regulator or other Government agencies allowed by law, legal proceedings, or court rulings.

We may need to share your Personal Information and/or utilise software or online platforms to enter and process your information for an application, services rendered, or business management purposes. This will only be done in strict adherence to the requirements of the Act.

You have the right to object to the processing of your Personal Information, in the prescribed manner, on reasonable grounds and in relation to your particular situation, when: (i) your Personal Information is being processed to protect your legitimate interest/s or when processed to pursue our legitimate interests or the interest of a third party to whom the Personal Information is supplied, unless there is a law that provides for such processing; or, (ii) for purposes of direct marketing other than direct marketing by means of unsolicited electronic communication.

# JEMSTECH

Turnkey Electronic Manufacturing Services Provider

---

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.

Personal information will not be retained for any longer than it is necessary to achieve the purpose that it was collected for (subject to any document retention periods by law or permitted legitimate reasons for retention provided for in the POPI Act).

Once Jemstech are no longer permitted or require to retain Personal Information, that Personal Information will be destroyed securely so that it cannot be reconstructed. This will apply to both hard and electronic copies.

Every piece of data that you provide via our website or electronic platforms will be encrypted using a SOPHOS Firewall and SOPHOS Software technology to prevent unauthorized access to a collection of such data. Our security and privacy policies are periodically reviewed and adjusted as necessary and only authorized personnel has access to personal information.

All computers are password protected and access to offices are controlled via access cards, CCTV cameras and locks.

Offices with hardcopies of personal information are kept locked in a fireproof cabinet and in a locked office.

Any additional information or concerns can be found and raised with the Information Regulator, who can be contacted as shared below, but please feel free to contact us first to discuss any questions or concerns you may have:

# JEMSTECH

Turnkey Electronic Manufacturing Services Provider

## Jemstech Contact details:

Registered address:	118 Bavaria Road, Louwlandia, Centurion
Postal address:	PO Box 945, Midstream 1692
Telephone number:	012 349-2492
Email:	<a href="mailto:info@jemstech.co.za">info@jemstech.co.za</a>
Directors:	Gerrie Jansen Jacques Klopper
Information officer:	Iloreez van der Merwe
Website:	<a href="http://www.jemstech.co.za">www.jemstech.co.za</a>

## The Regulators office:

Website: <https://www.justice.gov.za/inforeg/>

Tel: 012 406 4818

Email: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)

Your Personal Information is defined by the Protection of Personal Information Act (the Act) as:

*“means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to— (a) 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; (b) information relating to the education or the medical, financial, criminal or employment history of the person; (c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person; (d) the biometric information of the person; (e) the personal opinions, views or preferences of the person; (f) 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; (g) the views or opinions of another individual about the person; and (h) 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”.*