

Directlogic Automation



**Physical Address: 57 Marinda Ave
Clubview East
Centurion 0157**
**Postal Address: P O Box 13517
Clubview
0014**

**Reg No: 2003/101930/23
VAT: 4160215119
TEL: 012 654 6212**

28 June 2021

TO WHOM IT MAY CONCERN

Re: Protection of Personal Information (POPI) Act of 2013

While it has always been important to us to have proper control systems in place and to restrict access to our databases and the information we hold, we have taken heed of the stricter measures required by the POPI Act.

We are implementing additional policies and procedures that will ensure all POPI requirements are met and that the personal information of our employees, clients, suppliers and service providers is properly secured and monitored.

An assessment of our business devices and databases shows that we have records pertaining to:

- Names and surnames of individuals or legal names of registered entities
- ID numbers of individuals or registration numbers of legal entities
- Copies of identity documents or registration documents
- Physical and postal addresses
- Telephone numbers
- Email addresses
- Various copies of electronic and/or hardcopy correspondence between us as a business collective or individual staff members and you, individually or as a business collective

We assure you that each piece of information or document has been safeguarded by both physical and electronic access-restriction methods and applications but shall in future be further secured in ways that POPI demands.

Unless legally obliged to do so, we do not pass your information on to an unauthorized person or third party and going forward, we will insist on being in possession of a consent from you to provide any such information. Non-disclosure and confidentiality agreements for our staff also restrict them from releasing any information unless the proper POPI procedures have been followed.

We will ask you to confirm your addresses and contact details, and key details of our engagement and interactions will in the coming weeks be reviewed. You will be asked to sign certain acknowledgements or agreements, because it is our understanding that without these from and with our data subjects and data operators, we cannot claim full POPI compliance.

Directors: W.G.S. Ilsley (Managing Member)

In the unlikely event of a data breach, we will inform you via email of the date and the nature of the exposed data. We will advise you of the immediate steps taken by us and if found to be necessary, explain the procedures put in place to mitigate against a further breach.

POPI also provides for your constitutional right to privacy. Should you feel that we are to no longer hold your information, or you simply no longer wish to receive marketing material from us, please send an email to our information officer, J Gray at admin@directlogic.co.za. We will investigate and assess what we hold. The information relating to you will be destroyed in a manner that de-identifies you, including any hardcopy records if found, unless otherwise instructed. However, should any other legislation preclude us from destroying any of your information we will notify you accordingly. As an example, accounting and payroll records may need to be kept in terms of SARS legislation.

We trust this confirms our commitment to the protection of all information, personal or otherwise, that is held by us. Should you wish to discuss any concern you may have in terms of our POPI obligations, feel free to contact our information officer J Gray.

Yours Sincerely

J Gray
Information Officer.