

## SAMIC PRIVACY POLICY

### 1. Introduction

- 1.1. For purposes of this Statement:
  - 1.1.1. **“Applicable Laws”** means all laws, regulations that SAMIC is required to comply with;
  - 1.1.2. **“Client”, “Supplier” or “you”** means any prospective, new or existing client or supplier or vendor of SAMIC; and
  - 1.1.3. **“SAMIC” or “we” or “us”** means South African Meat Industry Company, its direct and indirect subsidiaries and business units.
  - 1.1.4. **“Personal information”** means information relating to an identifiable, living, natural person, and where applicable an identifiable, existing juristic person, including, but not limited to, the name, race, gender, marital status, address and identifying number of a person, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person.
- 1.2. This Statement sets out how your personal information will be used by SAMIC and applies to any information, including personal and special personal information, you give to SAMIC or which SAMIC may collect from third parties.
- 1.3. It is important that you read this Statement carefully before submitting any personal information to SAMIC.
- 1.4. By submitting any personal information to SAMIC you provide consent to the processing of your personal information as set out in this Statement.
- 1.5. The provisions of this Statement are subject to mandatory, unalterable provisions of Applicable Laws.
- 1.6. Please do not submit any personal information to SAMIC if you do not agree to any of the provisions of this Statement. If you do not consent to the provisions of this Statement, or parts of the Statement, SAMIC may not be able to provide its products and services to you.

### 2. How to contact us

If you have any comments or questions about this Statement please contact the Quality Assurance Manager at [neelsn@samic.co.za](mailto:neelsn@samic.co.za)

### 3. Amendment of this Statement

- 3.1. We may amend this Statement from time to time for any of the following reasons:
  - 3.1.1. to comply with changes to any legal or regulatory requirement;
  - 3.1.2. to ensure that our Statement is clearer and more favorable to you;

- 3.1.3. to rectify any mistake that may be discovered from time to time; and/or
- 3.1.4. for any other reason which SAMIC, in its sole discretion, may deem reasonable or necessary.
- 3.2. SAMIC will take reasonable steps to notify you of such an amendment, including publication on our website. It is your responsibility to check the website often.

#### **4. Privacy and indemnity**

- 4.1. SAMIC takes your privacy and the protection of your personal information very seriously, and we will only use your personal information in accordance with this Statement and applicable data protection legislation. It is important that you take all necessary and appropriate steps to protect your personal information yourself (for example, by ensuring that all passwords and access codes are kept secure).
- 4.2. We have implemented reasonable technical and operational measures to keep your personal information secure.
- 4.3. You hereby indemnify and hold SAMIC harmless from any loss, damages or injury that you may incur as a result of incorrect or incomplete personal information to SAMIC.

#### **5. Information which we may collect about you**

- 5.1. You, as the data subject, consent to the collection of the following information about you:
  - 5.1.1. personal information that may include your name, address, contact details;
  - 5.1.2. records of correspondence or enquiries from you or anyone acting on your behalf;
- 5.2. Where you provide us with the personal information of third parties you should take steps to inform the third party that you need to disclose their details to us, identifying us. In addition, you should not share their personal information with us, unless they have consented to you sharing such information with us and to us processing such information in accordance with this Statement.

#### **6. Suppliers and vendors**

- 6.1. In the course of our business agreement we may collect personal information about you as a data subject to ensure that the business agreement and matters relating to the agreement can be fulfilled.
- 6.2. We may also do due diligence on you to ensure that you meet the requirements set out in our procurement procedures.
- 6.3. If you provide any personal information of other persons to us, such as employees or your directors, you warrant that you are authorised to share their personal information with us for purposes set out in the Statement.

#### **7. How we collect information**

- 7.1. You may provide personal information to us either directly or indirectly (through an agent acting on your behalf, or an introducer), by completing an application form for our services or requesting further information about our services, whether in writing, through our website, over the telephone or any other means.

7.2. We may also collect your personal information for lawful purposes from your appointed agent, any regulator, or other third party that may hold such information.

## **8. Use of information collected**

8.1. We may use, transfer and disclose your personal information for the purposes of:

- 8.1.1. providing you with the services you have requested, and notifying you about important changes to these services;
- 8.1.2. managing your account or relationship and complying with your instructions or requests;
- 8.1.3. detecting and preventing fraud and money laundering and/or in the interest of security and crime prevention;
- 8.1.4. assessing and dealing with complaints and requests;
- 8.1.5. operational, auditing, legal and record keeping requirements;
- 8.1.6. verifying your identity or the identity of your beneficial owner;
- 8.1.7. transferring or processing of your personal information outside of the Republic of South Africa to such countries that may not offer the same level of data protection as the Republic of South Africa, including for cloud storage purposes and the use of our website;
- 8.1.8. complying with Applicable Laws, including lawful requests for information received from local or foreign law enforcement, government and tax collection agencies;
- 8.1.9. disclosing your personal information to third parties for reasons set out in this Statement or where it is not unlawful to do so;
- 8.1.10. monitoring, keeping record of and having access to all forms of correspondence or communications received by or sent from SAMIC or any of its employees;
- 8.1.11. improving or evaluating the effectiveness of SAMIC's business or services;
- 8.1.12. prevention and control of any disease;

## **9. Disclosure of your information**

- 9.1. Your personal information may be shared with our sub-contractors.
  - 9.1.1. to any regulator or supervisory authority, including those in foreign jurisdictions, if SAMIC is required to do so in terms of Applicable Laws;
  - 9.1.2. to any person if we are under a duty to disclose or share your personal information in order to comply with any Applicable Laws, or to protect the rights, property or safety of SAMIC, other clients or other third parties; and/or
  - 9.1.3. to your agent, or any other person acting on your behalf.
- 9.2. If you do not wish us to disclose information to third parties, please contact us at the contact details set out below. We may, however, not be able to provide services to you if you do not agree with such disclosure.

## **10. Retention of your information**

We may retain your personal information indefinitely, unless you object, in which case we will only retain it if we are permitted or required to do so in terms of Applicable Laws. However, as a general rule, we will retain your information in accordance with retention periods set out in Applicable Laws, unless we need to retain it for longer for a lawful purpose. (For example, for the purposes of complaints handling, legal processes and proceedings.)

## **11. Access to, correction and deletion of your personal information**

- 11.1. You may request details of personal information which we hold about you under the Promotion of Access to Information Act, 2000 ("PAIA"). Fees to obtain a copy or a description of personal information held about you are prescribed in terms of PAIA. Confirmation of whether or not we hold personal information about you may be requested free of charge.
- 11.2. You may request the correction of personal information SAMIC holds about you. Please ensure that the information we hold about you is complete, accurate and up to date. If you fail to keep your information updated, or if your information is incorrect, SAMIC may limit the services offered to you.
- 11.3. You have a right in certain circumstances to request the destruction or deletion of and, where applicable, to obtain restriction on the processing of personal information held about you.
- 11.4. You have a right to object on reasonable grounds to the processing of your personal information where the processing is carried out in order to protect our legitimate interests or your legitimate interests, unless the law provides for such processing.

**12. Complaints**

12.1. Should you believe that SAMIC has utilised your personal information contrary to Applicable Laws, you undertake to first attempt to resolve any concerns with SAMIC:

Name of Private Body:	South African Meat Industry Company
Authorised Information Officer:	Neels Nell
Email address of Information Officer:	<a href="mailto:neelsn@samic.co.za">neelsn@samic.co.za</a>
Postal address:	PO Box
Street address:	318 The Hillside
Phone number:	012 361 4545

12.2. If you are not satisfied with such process, you may have the right to lodge a complaint with the Information Regulator, using the contact details listed below:

Tel: 012 406 4818  
Fax: 086 500 3351  
Email: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)