

Business: Blessenzo Holdings Reg no: 2023\606209\07
Tax No: 9200639269
CSD No: MAAA1328819
Address: Stand no 66, Dantjie Trust, Nelspruit, Pienaar
Website: <https://www.blessenzoholdingsict.com>
Cell/Whatsapp: 069 491 1647
Tell No: 013 110 4832
Email Address: sales@blessenzoholdingsict.com



Blessenzo Holdings Pty Ltd

Protection of Personal Information Act (POPIA) Compliance Policy

1. Introduction

Blessenzo Holdings Pty Ltd ("the Company") is committed to protecting the privacy of personal information in compliance with the Protection of Personal Information Act, No. 4 of 2013 (POPIA). This policy outlines how the Company collects, processes, stores, and protects personal information and ensures compliance with POPIA.

2. Scope

This policy applies to all employees, contractors, service providers, and any other third parties who process personal information on behalf of the Company. It covers all personal information collected, processed, and stored by the Company, both in physical and electronic formats.

3. Definitions

Personal Information: Any information relating to an identifiable natural person, including but not limited to, name, contact details, identity number, and employment details.

Processing: Any operation or activity concerning personal information, including collection, storage, use, dissemination, or destruction.

Data Subject: The individual whose personal information is being processed.

Responsible Party: The Company, as the entity responsible for processing personal information.

Operator: A third party that processes personal information on behalf of the Company.

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4. Principles for Processing Personal Information

The Company is committed to ensuring that personal information is processed in accordance with the following principles:

1. **Accountability:** The Company takes responsibility for ensuring that personal information is processed in compliance with POPIA.
2. **Processing Limitation:** Personal information is processed lawfully, minimally, and only for the purposes for which it was collected.
3. **Purpose Specification:** Personal information is collected for a specific, explicitly defined, and lawful purpose related to the Company's functions or activities.
4. **Further Processing Limitation:** Personal information will not be processed for purposes incompatible with the original purpose unless the Data Subject has consented.
5. **Information Quality:** The Company ensures that personal information is accurate, complete, and updated where necessary.
6. **Openness:** The Company maintains transparency regarding its data processing practices and makes this policy available to all Data Subjects.
7. **Security Safeguards:** The Company implements appropriate technical and organizational measures to protect personal information from loss, damage, unauthorized access, or unlawful processing.
8. **Data Subject Participation:** Data Subjects have the right to access, correct, or request the deletion of their personal information held by the Company.

5. Collection of Personal Information

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Personal information is collected directly from the Data Subject unless:

- The information is contained in a public record or has been deliberately made public by the Data Subject.
- The Data Subject has consented to the collection of information from a third party.
- Collection from another source is necessary for the performance of a contract or the legitimate interests of the Company.

6. Processing of Personal Information

Personal information is processed only where:

- The Data Subject has consented.
- Processing is necessary for the conclusion or performance of a contract.
- Processing complies with a legal obligation imposed on the Company.
- Processing protects a legitimate interest of the Data Subject or the Company.

7. Security Measures

The Company implements the following security measures to protect personal information:

Access Control: Personal information is accessible only to authorized personnel who require access to perform their duties.

Data Encryption: Sensitive personal information is encrypted during transmission and storage.

Physical Security: Physical records containing personal information are stored securely, with access limited to authorized personnel.

Cybersecurity Measures: The Company employs firewalls, antivirus software, and regular system updates to safeguard against data breaches.

8. Retention and Destruction of Personal Information

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Personal information is retained only for as long as necessary to fulfill the purposes for which it was collected or as required by law. Once the retention period expires, personal information is securely destroyed in accordance with the Company's data retention and destruction policy.

9. Data Subject Rights

Data Subjects have the right to:

- Access their personal information held by the Company.
- Request the correction, updating, or deletion of their personal information.
- Object to the processing of their personal information.
- Lodge a complaint with the Information Regulator regarding the processing of their personal information.

Requests from Data Subjects are handled promptly and in accordance with the Company's internal procedures.

10. Operator Relationships

The Company ensures that all operators processing personal information on its behalf comply with POPIA. Written agreements are in place with operators to ensure the confidentiality and security of personal information.

11. Breach Notification

In the event of a data breach, the Company will notify the Information Regulator and affected Data Subjects as soon as reasonably possible. The notification will include details of the breach, the potential impact, and measures taken to mitigate the breach.

12. Training and Awareness

The Company provides regular training and awareness programs to employees and operators on POPIA compliance and the importance of protecting personal information.

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13. Policy Review

This policy is reviewed annually or when necessary to ensure compliance with POPIA and reflect any changes in the Company's operations or legal requirements.

14. Contact Information

For any questions or concerns regarding this policy or the processing of personal information, please contact:

Information Officer:

Blessenzo Holdings Pty Ltd

☎ 013 110 4832 ✉ sales@blessenzoholdingsict.com

This policy is approved by the management of Blessenzo Holdings Pty Ltd and is effective as of 02 March 2023.

Approved by:

Sibusiso Sibanyoni

Director

Blessenzo Holdings Pty Ltd

02 March 2023

Signature: 
