

Brandvlei Verspreiders (PTY) Ltd Privacy Notice

Introduction:

Brandvlei Verspreiders (Pty) Limited conducts business as a wholesaler distributor and transporter of diesel, petrol, paraffin, and lubricant products. We are an industry expert, ready to assist any client in fuel needs.

The type of personal information we collect:

We currently collect and process the following information:

- Work instruction manuals
- Customer database
- Customer application form

How we get the personal information and what we use it for:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To issue quotations
- Plan deliveries to correct address
- To process Invoices
- To send statements
- Debt collecting

We may share this information with:

- Accounts department
- Driver – delivery location
- Debt Collecting Attorney

When will we process your personal information:

In terms of the Protection of Personal Information Act (POPIA), the justification ground which we base our processing on consist out of the following:

- The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
- The processing complies with an **obligation** imposed by law on the business;

- The processing protects a **legitimate** interest of the data subject;
- The processing is necessary for the proper performance of a **public law** duty by the business;
Or
- The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

How we store your personal information:

Your information is securely stored:

We keep your information on file for 5 years. We will then dispose your information by burning the documents after the 5-year period.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to debtors@brandvleiverspreiders.co.za . We may charge you a fee for this service as set out in terms of Condition 8 of POPIA.
- You may also request Brandvlei Verspreiders to correct or supplement any of your personal data which Brandvlei Verspreiders will undertake as soon as practicable.
- Request the destruction of your personal data. One of our Information Officers will consider your request considering any other laws or regulations prohibiting Brandvlei Verspreiders from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at admin01@brandvleiverspreiders.co.za if you wish to make a request.

Contact details:

Lydia Joubert - Information Officer

Deputy Officer: Clarechell Green

Address: C/O N14 & Ventersdorp Road

Phone Number: 011 696 9946

E-mail: Lydia@brandvleiverspreiders.co.za / admin01@brandvleiverspreiders.co.za

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at Lydia Joubert [-Lydia@brandvleiverspreiders.co.za](mailto:Lydia@brandvleiverspreiders.co.za)

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

Their contact details are as follows:

The Information Regulator (South Africa)

33		Hoofd		Street
Forum	III,	3rd	Floor	Braampark
P.O		Box		31533
Braamfontein, Johannesburg, 2017				

Complaints email: complaints.IR@justice.gov.za