

## **PRIVACY NOTICE**

*(This is an ever-evolving document, please see our website(s) from time to time for the latest version)*

This is the privacy notice of the ET group of companies ("ET Group", "we", "our"), which includes:

**Euro-Technology (Pty) Ltd**, a company registered in South Africa under registration number 1973/05063/07 and having its registered address at ET House, 5 Torrens Road, Royal Cape, 7800, South Africa, which is an engineering consultancy;

**Euro-Technology SPV (Pty) Ltd**, a company registered in South Africa under registration number 1999/012689/07 and having its registered address at ET House, 5 Torrens Road, Royal Cape, 7800, South Africa, which is a software reseller;

**Euro-Technology Properties (Pty) Ltd**, a company registered in South Africa under registration number 2019/476727/07 and having its registered address at ET House, 5 Torrens Road, Royal Cape, 7800, South Africa, which owns and lets property; and

**ET Simm Services (Pty) Ltd**, a company registered in South Africa under registration number 2012/015346/07 and having its registered address at ET House, 5 Torrens Road, Royal Cape, 7800, South Africa, which provides on-site services – SIMM inspections.

We are committed to complying with applicable data protection laws and set out below details regarding our approach to data protection in all our operations.

### **Information we collect from customers**

We collect names, contact details, company registration number, financial and tax information from customers for the purposes of onboarding you as a customer, managing your account, invoicing you and performing the contract we have with you.

### **Information we collect from third parties**

We collect names, contact details, company registration number, financial and tax information from suppliers and professional service providers so that we can place orders/instruct you and make payment in respect of any goods or services we receive. We do this on the basis of the intention of contracting with you or for the performance of a contract we have with you.

### **Information we collect from property tenants**

When applying for a rental property, we collect your name, identification number, contact details, employment, financial and salary information and references. We collect this information for the purposes of assessing you're your suitability as a tenant and for the purposes of entering into a rental agreement with you and performing the rental agreement we have with you.

### **Information we collect from you when you sign up to our newsletter**

When you enter your email address on our website to receive our newsletter, you are consenting to us sending you this communication. We will only use the information you provide for this purpose and you will be able to opt-out of receiving this at any time.

### **Information we collect from you when you apply for a job**

We process the information you provide in your curriculum vitae, in our application form and supporting documentation/information during the recruitment process purely for the

purposes of assessing your suitability for the role, for contacting you to progress your application and to take up any references you have provided. The basis for the processing of this information is a potential employment contract may be concluded, depending on the outcome of our assessment and we have a legitimate interest in finding candidates for roles that we have. In the event that you are successful, this data will form part of your employee file.

### **Processing, protecting and transferring personal information**

Personal information held by us is processed by appropriate members of staff for the purposes for which the information was provided. We may share your personal information within our organisation (including group companies) and outside the country of your residence with:

1. other ET Group companies;
2. third parties such as professional advisors, IT Providers, HR providers and government bodies/regulators;
3. in the case of rental customers, we may share your information with credit providers or registered credit bureaus;

We share your information for the purposes of:

- Entering and fulfilling our contract with you;
- Complying with a legal obligation; or
- Our legitimate interest in the effective running of our organization.

We may disclose your personal information to a prospective buyer or seller in the event that we intend selling or buying any businesses or assets.

### **Your rights in relation to your information**

Subject to certain limitations on certain rights, you have the following rights in relation to your information:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Withdraw consent** to our use of your information at any time where we rely on your consent to use or process that information. Please note that if you withdraw your consent, this will not affect the lawfulness of our use and processing of your information on the basis of your consent before the point in time when you withdraw your consent.

Should you have any queries regarding this privacy notice or would like to enforce any rights you may have under applicable data protection laws, please contact us at:

**ET Group Information Officer: Mark Hewitson**

**Tel: 021 762 3176**

**Email: [mark@et-global.com](mailto:mark@et-global.com)**

We will endeavour to respond to any such requests as soon as is reasonably practicable and in any event within statutory time-limits in the applicable country. In some instances, we may be able to charge a fee for responding to your request and will advise you of this and any applicable amount prior to responding.

You should be aware that certain information is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal privilege.

You should also be aware that in some instances, if you do not provide information or you exercise any rights regarding the deletion or restriction of your information or object to the processing of your information or withdraw consent, we may not be able to enter into or perform a contract with you.

Where you request access to your information, we are required by law to use all reasonable measures to verify your identity before doing so. These measures are designed to protect your information and to reduce the risk of identity fraud, identity theft or general unauthorised access to your information.

You also have the right to lodge a complaint with the relevant supervisory authority, details of which are set out below:

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

P.O Box 31533, Braamfontein, Johannesburg, 2017

Complaints email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

General enquiries email: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za).

### **Automated decision-making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

### **Changes to our Privacy Notice**

Any changes made to this privacy notice in the future will be posted on the website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to this notice.

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