

## **PRIVACY STATEMENT**

### **Protection of Personal Information (POPI Act)**

#### **What is the POPI Act?**

At Team Magic Construction Pty Ltd, we respect your privacy and are committed to complying with the legal requirements of the POPI Act. This act governs how we collect, process, store, share, and dispose of personal information you provide to us.

#### **What Information Do We Collect?**

We may collect the following personal information:

- **Visitors:** Covid screening information.
- **Employees:** Names, ID numbers, residential and postal addresses, contact details, medical history, spouse and beneficiary details, banking details, race, gender, date of birth, qualifications, driver's license copies, income tax numbers, and work permits.
- **Clients and Suppliers:** Company name, registration number, employee emails, addresses, VAT details, contact information, banking details, and director details.

Information is collected directly from you, and where possible, we will inform you of mandatory versus optional data.

#### **Why Do We Collect Personal Information?**

We use personal information to:

1. Respond to your queries or comments.
2. Inform you of new services.
3. Validate and process requests for services.
4. Fulfil the specific purpose for which the information was provided.
5. Enhance your experience on our website.

#### **Minors**

If you are under 18 years old, we require parental or guardian consent to process your personal information.

#### **Processing and Sharing of Information**

Your personal information may be shared:

1. To comply with legal requirements or processes.
2. To protect the rights or property of Team Magic Construction Pty Ltd.
3. With employees or third-party service providers assisting us in delivering services. All parties with access to your personal information will adhere to strict confidentiality agreements.

## Security Measures

We are committed to protecting your personal information and will:

1. Treat it as confidential.
2. Implement technical and organizational safeguards to prevent unauthorized access, alteration, or damage.
3. Notify you promptly in case of any unauthorized access or use.
4. Retain your personal information only for as long as necessary or legally required.

While we take every precaution to secure your data, we cannot be held responsible for any loss or damage caused by factors beyond our control.

## Use of Cookies

Our website uses cookies to enhance functionality and user experience. Cookies help us track user behaviour, improve content, and tailor advertising. You can adjust your browser settings to deny cookies, though some website features may be affected.

## Your Rights

You have the right to:

1. Request corrections to your personal information.
2. Object to the processing of your data, subject to legal requirements.
3. Request the return or destruction of your data, where legally permitted.
4. Lodge a complaint with our company or the Information Regulator.

We do not transfer personal information to third countries or international organizations.

## Contact Information

All queries or concerns can be addressed to our Information Officer:

**Name:** Marceleno Volkwyn

**Email:** [marceleno@me.com](mailto:marceleno@me.com)

**Phone:** +27 (0) 76 280 0303

If you are dissatisfied with our handling of your information, you can also contact the Information Regulator:

### The Information Regulator (South Africa)

JD House

27 Stiemens Street

Braamfontein, Johannesburg, 2001

Email for POPIA complaints: [POPIAComplaints.IR@justice.gov.za](mailto:POPIAComplaints.IR@justice.gov.za)

Email for PAIA complaints: [PAIAComplaints.IR@justice.gov.za](mailto:PAIAComplaints.IR@justice.gov.za)