

## PRIVACY NOTICE – PROTECTION OF PERSONAL INFORMATION ACT (“POPIA”)

Your privacy is important to us. We strive to ensure that our use of your personal information or personal data is lawful, reasonable and relevant to our business activities with the goal of ensuring good service to our clients. We are committed to safeguarding and processing your information in a lawful manner.

We also want to make sure that you understand how and for what purpose we process your information. If for any reason you think that your information is not processed in a correct manner, or that your information is being used for a purpose other than that for what it was originally intended, you can contact our Information Officer.

You can request access to the information we hold about you at any time and if you think that we have outdated information, please request us to update or correct it.

Our Information Officer’s Contact Details	
Name	Corné Janse van Rensburg
Contact Number	011 646 0290
Email Address:	<a href="mailto:corne@wadavidson.co.za">corne@wadavidson.co.za</a>

### Our details:

Bargaining Council for the Meat Trade Gauteng  
72A Oxford Road, Riviera, Johannesburg

The Bargaining Council is a legal entity registered in terms of the Labour Relations Act, registration number LR2/6/6/136. We render services in terms of the Main Collective Agreement published in Government Gazette 43496 No. R. 3910 dated 22 September 2023.

### The source of collection of your personal information:

Personal information is collected directly from you through the completion of employer and/or employee registration forms, duly signed. These forms are completed either electronically or in hard copy. You may also be requested to provide your personal information during your consultation with an area agent of the Bargaining Council for the Meat Trade.

### Law authorising or requiring collecting of the personal information:

We are obligated in terms of the following legislation to collect your personal information insofar as it relates to the rendering of the relevant services to you:

- Labour Relations Act 66 of 1995;
- Pension Funds Act 24 of 1956;
- Insurance Act 18 of 2017;
- Long-Term Insurance Act 52 of 1998;
- Income Tax Act 58 of 1962.

### Purpose for Processing your Information:

We collect, hold, use and disclose your personal information mainly to provide you with the services that we provide in terms of the clauses in the main collective agreement. We will only process your information for a purpose you would reasonably expect, including:

- To comply with the clauses of the Main Collective Agreement
- To issue, administer and manage your insurance / sick benefit fund / group life cover
- To process all retirement fund claims / sick benefit fund claims / funeral fund claims
- To notify you of developments within the industry
- To confirm, verify and update your details
- To comply with any legal and regulatory requirements

### **Third parties and your personal information**

We may need to share your information to third parties to comply with regulatory requirements. Where we share your information, we will take all precautions to ensure that the third party will treat your information with the same level of protection as required by us and will be subject to strict contractual confidentiality obligations.

### **Security Measures**

We take the security of your personal information very seriously and will make every effort to protect your personal information. Our measures include implementing appropriate access controls and investing in the latest information security capabilities to protect our systems. Access to your personal information is only permitted amongst our employees and agents on a need-to-know basis.

### **Complaints and objections**

As a data subject, you have the right to –

- Request that we confirm, free of charge, whether or not we hold personal information about you;
- Request that we provide you with a description of the personal information we hold about you, and to explain why and how it is being processed;
- Request that we consider your objections to the processing of your personal information;
- Lodge a complaint with the Information Regulator.

### **The Information Regulator**

In the event that you believe your personal information has not been processed in accordance with the POPI Act and the principles set out above, you have the right to lodge a complaint with the Information Regulator.

For further information regarding the complaints process, please visit the website of the Information Regulator, as indicated below.

Alternatively, you may contact the Information Regulator for further assistance:

The Information Regulator: Adv Pansy Tlakula

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

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

Website: <https://www.justice.gov.za/infoereg/index.html>