

Privacy Policy



PROTECTION OF PERSONAL INFORMATION ACT CUSTOMER PRIVACY NOTICE

This Notice explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act ("POPIA").

At TFI (and including this website, POPI Act-Compliance) we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

Our employees have been made aware of the implications of the POPI Legislation and will adhere to the guidelines it sets out.

About the Company

"TFI", "we", "us" and "our" refer to Technology and Finance International SA (Pty) Ltd and all its subsidiaries.

"website/s" refer to all websites owned and operated by TFI.

This Privacy Notice applies to the personal information of visitors to our website, available at www.tfi.co.za and to all of our clients, potential clients, suppliers and business partners who engage with us in any manner ("you").

Any separate terms and conditions between you and us, will further describe your relationship with us.

This Privacy Notice may need to be updated from time to time. Where it is practical, we may notify you of such updates/changes.

Further information about our subsidiaries, products and services can be found in our Access to Information Manual ("Manual").

The information we collect

We collect and process your personal information mainly to contact you for the purposes of understanding your requirements, and delivering services accordingly. For this purpose, we will collect contact details including your name and organisation.

We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

Website usage information may be collected using “cookies” which allows us to collect standard internet visitor usage information.

How we use your information

We will use your personal information only for the purposes for which it was collected and agreed with you. In addition, where necessary your information may be retained for legal or research purposes.

For example:

- To gather contact information;
- To confirm and verify your identity or to verify that you are an authorised user for security purposes;
- For the detection and prevention of fraud, crime, money laundering or other malpractice;
- To provide details to our bank, credit insurers and logistics partners when commencing business together;
- To process purchase orders, you have placed with us;
- To provide you with quotations of products you have requested pricing on;
- To carry out our obligations arising from any contracts that we have entered into regarding information, products and services you have requested from us;
- For audit and record keeping purposes;
- In connection with legal proceedings.
- To send you communications that may be of interest to you on a purely business level. These may include order confirmations, quotations, shipment notifications and other business-related updates, including promotional mail shots.

Disclosure of information

We may disclose your personal information to our service providers who are involved in the delivery of products or services to you. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law or industry codes;
- Where we believe it is necessary to protect our rights.

Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information. We will, on an on-going basis, continue to

review our security controls and related processes to ensure that your personal information remains secure.

Our security policies and procedures cover:

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure.

We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

Your Rights: Access to information

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at the numbers/addresses as provided on our website and specify what information you require. We will need a copy of your ID document to confirm your identity before providing details of your personal information.

Please note that any such access request may be subject to a payment of a legally allowable fee.

Correction of your information

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your ID document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate.

Definition of personal information

According to the Act “**personal information**” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. Further to the POPI Act, TFI also includes the following items as personal information:

- All addresses including residential, postal and email addresses.

- Change of name – for which we require copies of the marriage certificate or official change of name document issued by the state department.

How to contact us

If you have any queries about this notice; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers/addresses listed on our website.

Last Updated: June 2022

© Copy right 2018 TFI | All Rights Reserved