

## PRIVACY NOTICE

### 1. Who we are

Dominique de la Croix trading as Integrated Marketing, with the following contact details:

Telephone number: 084 251 3600

E-mail address: domos@photoworkshop.co.za

We conduct the business of, inter alia, marketing client businesses on the internet.

### 2. Information we collect about you (the “data subject”)

a) We collect the information about you as stated in the table below.

Data subject category	Personal information processed
Clients (natural persons)	Names; date of birth; ID/passport number/permit number; nationality; tax-related information, contact details: telephone numbers, physical and postal address, email address; names of authorised signatories; nationality; contract to supply/perform a service; confidential correspondence; website details
Clients (juristic persons)	Legal name of the entity; registration number; tax-related information; Names of the contact person/s; contact details: telephone numbers, physical and postal address, email address; contract to supply/perform a service; confidential correspondence; website details
Employees	Names; date of birth; age; ID/passport number/permit number; contact details: telephone numbers (if available), physical and postal address, email address; nationality; gender; marital status; ethnicity; home language; education information; copy of qualifications, curriculum vitae; employment application form; references; employment contract; appraisal records; financial information: tax number, remuneration details, medical aid number, retirement fund number and contribution, other authorised deductions, garnishee orders; disciplinary action record; vetting records; confidential correspondence; contact details of emergency contact person; well-being/medical;
Suppliers/contractors (natural persons)	Names; date of birth; ID/passport number/permit number; nationality; tax-related information, contact details: telephone numbers, physical and postal address, email address; names of authorised signatories; nationality; contract to supply/perform a service; confidential correspondence;
Suppliers/contractors/entities (juristic persons)	Legal name of the entity; registration number; tax-related information; Names of the contact person/s; contact details: telephone numbers, physical and postal address, email address; contract to supply/perform a service; confidential correspondence;

b) Notes:

- i) Additional information may be collected with the consent of the data subject, or the responsible adult if the data subject is under 18 years of age.
  - ii) Any information which a data subject makes public through advertising, publishing on social media or through any other public communication medium or event is not protected in terms of this Privacy Notice or our Privacy Policy.
- c) Definition of Personal Information According to the POPI Act: “Personal Information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. The POPI Act, which has more specific examples. They can be found at the following link:
- [https://www.gov.za/sites/default/files/gcis\\_document/201409/3706726-11act4of2013protectionofpersonalinforcorrect.pdf](https://www.gov.za/sites/default/files/gcis_document/201409/3706726-11act4of2013protectionofpersonalinforcorrect.pdf)

### **3. How we use your information**

We use your personal information:

- a) for administration purposes,
- b) to provide service to clients by publishing their contact and website details,
- c) for administration of matters concerning staff,
- d) to process resolve disputes and defend litigation etc.,
- e) for the conducting of disciplinary processes,
- f) to comply with any law or order of court.

### **4. With whom do we share your information**

- a) We share such personal information as may be necessary to provide our agreed services to clients by publishing such information on the internet.
- b) We also share personal information with other third parties including our service providers (including IT providers, security providers, legal advisors etc.).
- c) We share personal information with National and Provincial Government bodies where we are compelled to do so by law.
- d) The level of sharing and the nature of what is shared depend on various factors.

### **5. We do not transfer your personal information to another country or international organisations.**

### **6. We do not engage in automated decision making/profiling.**

### **7. How long we hold your personal information**

- a) Personal information is kept for as long as it is needed to comply with our administration needs and any applicable law.

### **8. You have the following legal rights that can be exercised at any time:**

- a) Right to complain to the Office of the Information Regulator.  
Contact details: JD House 27 Stiemens Street Braamfontein Johannesburg 2001  
Email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)
- b) Right of access to your personal information.
- c) Right to rectification of any personal information that is not accurate.
- d) Right to object to processing of your personal information.

### **9. Further Information**

For further information, please see our Privacy and Protection of Personal Information Policy available on our website or alternatively contact the Information Officer

### **10. Queries and complaints**

Please first give us a chance to resolve any query or complaint by contacting us at the details below. Your complaint should include a brief description of what happened, when it happened and what personal information was affected.

If you would like to discuss anything in this privacy notice, please contact the Information Officer:

Dominique de la Croix at [domos@photoworkshop.co.za](mailto:domos@photoworkshop.co.za)  
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