



# Phacet Consulting Service (Pty) Ltd - Privacy Notice

This privacy notice provides details of the personal information we collect from you, what we do with it, how you might access it and who it might be shared with.

## Our Organisation

Phacet Consulting Service (Pty) Ltd  
Tonquani Estate  
Hiskett Avenue, Magaliessig Ext 29, Bryanston  
2191  
South Africa  
Mobile: +27725033359  
Organisation email: vernette@phacetcs.co.za

## What we do with your personal information

We use your personal information only for the purpose for which it is collected. Among others, this purpose could be to provide a service, assist us with administration, recruit prospective employees or even to comply with a legal obligation. We may use your personal information for other similar purposes, including marketing and communications, but that will only occur in the case where we have your consent or another lawful justification for doing so.

From our **Providers of goods & services** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Payment and Invoicing	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires

From our **Prospective Employees** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Employee recruitment	S11 - We have the data subject's consent	Until no longer needed for purposes of proof

From our **Prospective Customer** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Customer sales, service and support	S15 - The information is available in or derived from a public record	Until consent withdrawn

From our **Consultants** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Customer sales, service and support	S11 - To conclude or perform a contract to which the data subject is party	Upon conclusion of the service, event or promotion



From our **Customers / Clients** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

<b>Processing purpose</b>	<b>Lawful basis</b>	<b>Retention period</b>
Customer sales, service and support	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires

## What personal information do we collect?

We only collect the minimum amount of information that is relevant to the purpose. If you interact with us on the internet, the personal information we collect depends on whether you just visit our website or, use our services. If you visit our website, your browser transmits some data automatically, such as your browsing times, the data transmitted and your IP address.

If you use our services, personal information is required to fulfill the requirements of that service.

Generally, we collect the following personal information. If there is any *specific* personal information to collect, we will indicate as such, at or near the time of collection.

- Cellphone number
- Confidential Correspondence
- Email address
- Location information
- Name, together with other identifying information
- Physical address
- Telephone number
- Financial & banking details
- Physical and Postal Address
- Contact Details and Email Address
- Education history
- Employment history
- Remuneration details
- Personal opinions, views or preferences
- Drivers license details
- Proof of qualification
- Company Name
- Online identifier
- Company Name and Registration Number

Special personal information could be about your health, your racial or ethnic origin, your trade union membership etc. We collect the following special personal information, under the appropriate lawful basis.:

- Race or ethnic origin
  - S27 - We have the data subject's consent

## We collect your personal information from the following indirect sources

<b>Data subject type</b>	<b>Personal information type</b>	<b>Indirect source name</b>
Customers / Clients	Cellphone number	Referral



# Who might we share your personal information with?

To maintain and improve our services, your personal information may need to be shared with or disclosed to our service providers, other organisations such as ours or, in some cases, public or legal authorities.

## We transfer personal information to the following organisations and countries:

Data subject type	Organisation name	Type	Country
Providers of goods & services	Financial Services	Responsible Party	South Africa
Providers of goods & services	Marketing Services Provider	Responsible Party	South Africa
Prospective Customer	Financial Services	Responsible Party	South Africa
Prospective Customer	Marketing Services Provider	Responsible Party	South Africa
Prospective Customer	Provider of Consulting Services	Responsible Party	South Africa
Prospective Customer	Software Partner	Responsible Party	Netherlands
Consultants	Software Partner	Responsible Party	Netherlands
Customers / Clients	Software Partner	Responsible Party	Netherlands
Prospective Employees	Software Partner	Responsible Party	Netherlands

If we transfer your personal information outside of South Africa, we apply the necessary safeguards which include, confirming whether the receiving country has the proper data protection law, ensuring that there is a binding agreement between parties or, if the transfer is internal to our organisation, commitment to binding corporate rules. Details of these safeguards may be obtained by contacting us directly.

# How do we look after personal information?

We limit the amount of personal information collected to only what is fit for the purposes as described above. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction; whether physical or electronic. We retain personal information only for as long as is described above, to respond to your requests, or longer if required by law. If we retain your personal information for historical or statistical purposes we ensure that the personal information cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal information.

# How can you access your personal information?

You have the right to request access to any of your personal information we may hold. If any of that information is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely.

**If you would like to make a request to see what personal information of yours we might hold, you may make a request from our organisation website or contact us as per the details above**

Where you have previously given your consent to process your personal information, you also have the right to request that we transmit your personal information to a different service provider.



Where it may have been necessary to get your consent to use your personal information, at any moment, you have the right to withdraw that consent. If you withdraw your consent, we will cease using your personal information without affecting the lawfulness of processing based on consent before your withdrawal.

## Our Information Officer

Vernette Nieuwenhuys  
vernette@phacetcs.co.za  
Mobile: ++27828985706

## The SA Information Regulator

You have the right to lodge a complaint with the SA Information Regulator. See the Information Regulator contact details below.

The Information Regulator (South Africa)  
PO Box 31533  
Braamfontein  
Woodmead North Office Park  
54 Maxwell Drive  
2191  
POPIA complaints  
POPIAComplaints@inforegulator.org.za  
+27 80 001 7160  
PAIAComplaints@inforegulator.org.za