

Visitor Processing Notice

In terms of Section 18 of the Protection of Personal Information Act 4 of 2013



IMPORTANT NOTES:

- Please take note of our standard access to premises disclaimer.
- All the SBV Services premises are under CCTV surveillance 24/7.
- We reserve the right to search you before you are permitted to access the SBV Services premises.
- No firearms are permitted on SBV Services' premises.
- No one is allowed to consume alcohol or drugs on the SBV Services premises.

1. PURPOSE OF THIS STATEMENT

We, the SBV Services (Pty) Limited, in our capacity as a Responsible Party, in order to engage with you, will have to process your Personal Information, and in doing so, will comply with legislation known as the Protection of Personal Information Act, 2013 ("POPIA"), which regulates and controls the processing of Personal Information in South Africa, which processing includes the collection, and use of Personal Information.

1. For the purpose of this Processing Notice, please take note of the following words and phrases which have been published throughout this Processing Notice:
 - 1.1 **"Data Subject"**, means you, the person who owns and who will provide us with your Personal Information for processing, which reference is found under POPIA;
 - 1.2 **"Operator"** means SBV Services (Pty) Ltd.
 - 1.3 **"Personal Information"**, means Personal Information relating to any identifiable, living, natural person, and an identifiable, existing juristic person, including, but not limited to:
Your name, address, contact details, date of birth, place of birth, identity number, passport number, details about your employment, vehicle registration; images, either by way of CCTV devices or other electronic devices.
 - 1.4 **Special Personal Information** including: information about your race, gender, nationality, disability, criminal history, including offences committed or alleged to have been committed, and biometric information, such as images, fingerprints and voiceprints;
 - 1.5 **"Processing"** / **"Process"** or **"Processed"**, means in relation to Personal Information, the collection, receipt, recording, organisation, collation, storage, updating

or modification, retrieval, alteration, consultation or use; dissemination by means of transmission, distribution or making available in any other form; merging, linking, as well as restriction, degradation, erasure or destruction of information; or sharing with, transfer and further processing, including physical, manual and automatic means. This is a wide definition and therefore includes all types of usage of your Personal Information by SBV Services (Pty) Limited including the initial processing when we first collect your Personal Information and any further and ongoing processing.

- 1.6 **"Purpose"** means the reason why your Personal Information needs to be processed by us.
- 1.7 **"Responsible Party"**, means us, the person who is processing your Personal Information.
- 1.8 **"You"** means you as a visitor to any of the SBV Services (Pty) Limited premises, who will be providing us, the Responsible Party with your Personal Information, for processing in accordance with the requirements of POPIA, and because your privacy and trust is important to us, we indicate below how SBV Services (Pty) Limited collect, use, and share your Personal Information and the reasons why we need to use and process your Personal Information.

2. WHAT INFORMATION WE NEED

In order to gain access to our facilities and offices, we have to process the following: Personal Information, which pertains to you, or your employer or organization's contact information: including name, address, identity number, passport number, phone number, cell phone number, vehicle make and registration number, email address, and similar contact data, serial numbers of equipment, details regarding the possession of dangerous weapons, your status with an organization, your images and certain biometrics such as finger prints and similar data, which are required for various legitimate interests, and / or lawful reasons.

3. PURPOSE FOR PROCESSING PI

Your personal information will be processed by us for the following purposes:

- To facilitate access into and out of the premises.
- To ascertain who is entering and leaving the premises.
- To monitor movements on or in the premises.
- To ensure a safe working and operating environment.
- To comply with laws, including Security, Health and Safety related laws and legal obligations.
- To manage security services.
- For the purposes of registering all persons who enter and leave the premises.
- For the purposes of managing and investigating security incidents; including accidents within the premises or attention to emergency evacuations; and other security measures in general.

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4. SHARING & RETAINING YOUR PI

- 4.1 Your Personal Information may under certain circumstances be shared with internal parties and / or third parties for the purposes detailed above.
- 4.2 Your Personal Information will be retained in accordance with the SBV Services records retention schedule, which varies depending on the type of processing, the purpose for such processing, the business function, record classes, and record types.

5. APPLICATION

This Processing Notice applies to you and all persons who come onto any of our premises and sites, including reception and waiting rooms, offices, operational areas and facilities, storage areas, and parking areas.

6. ACCEPTANCE

By providing us with the Personal Information which we require from you as listed under this Processing Notice:

- 6.1 You acknowledge that you understand why your Personal Information needs to be processed.
- 6.2 You accept the terms which will apply to such processing, including the terms applicable to the transfer of such Personal Information cross border.

PLEASE NOTE THAT IF THE ABOVE IS NOT ACCEPTABLE TO YOU, WE WILL NOT BE ABLE TO GIVE YOU ACCESS TO THE SBV SERVICES PREMISES.