



B-BBEE Consulting Procurement Software

## DATA PROCESSING POLICY

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### **POPIA Compliance A & G Supplier Worx (Pty) Ltd t/a BEE Registry**

DOCUMENT NAME AND VERSION	Data Processing Policy v1
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This processing policy applies to the Personal Information (the "Content") processed by A & G Supplier Worx (Pty) Ltd t/a BEE Registry (hereinafter referred to as "BEE Registry"), the clients of BEE Registry are referred to in this processing policy as our "Stakeholders".

This policy is in compliance with the Protection of Personal Information Act 4 of 2013.

#### 1. About This Processing Policy

This processing policy applies to the personal information (the "Content") processed by BEE Registry to:

- add new clients / suppliers / service providers / employees (hereinafter referred to as stakeholders) onto our system.
- attend to the necessary tasks in the recruitment / employment / payroll process.
- Act as per our client's instructions to attend to their B – BBEE Audit Consulting and BEE Reporting.

#### 2. Why Do We Collect Personal Information?

We collect Content in order to efficiently operate our business and:

- To generate invoices for work done
- Process documentation in accordance with B-BBEE Rules and Regulations, for the purposes of B-BBEE Audits;
- Obtain the relevant procurement information from our client's suppliers, for B – BBEE Audit purposes
- Pay suppliers and service providers
- Perform pre-employment checks during our recruitment process
- Pay Employees
- For Marketing purposes

***For any questions or requests regarding this Policy or if a Data subject would like to exercise his rights including contacting the Information officer, please use the following contact information of the Information officer on:  
012 004 1387 or Greg@beeregistry.co.za***



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We do use the Content for research and analytical purposes to improve the Services we offer, to our customers as detailed above.

### 3. Information Processed

The stakeholder information we process may include:

#### Service Providers:

- Company Name
- Vat Number
- Addresses
- Contact numbers
- Email addresses
- Bank Account Details

#### Employees:

- Full Name
- Identity numbers
- Race
- Gender
- Addresses
- Telephone numbers
- Email addresses
- Income Tax number
- Medical Records
- Banking details for payment purposes

#### Clients:

- Full name / Company Name
- Identity Numbers / Registration Numbers
- VAT Numbers
- Addresses
- Contact Numbers
- Income Tax Numbers
- Email Addresses
- Marital Status
- Bank Account details
- Employment status / details
- Supplier Names
- Supplier B – BBEE Scoring
- Client's spend in respect of each supplier

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- Industry or services offered

#### 4. Who We Hold Information on?

Our Content includes personal information about:

- Customers
- Clients
- Client's supplier database
- Service providers
- Employees

#### 5. Information Recipients

We share information with:

- B – BBEE Verification Agencies / Consultants
- Accountants / Tax Practitioners
- Attorneys
- External Auditors

#### 6. Security

We have appropriate physical, electronic, and managerial procedures to safeguard and help prevent unauthorised access and maintain data security of, and to use correctly, the information we collect from you. These safeguards vary based on the sensitivity of the information that we collect and store. We have implemented procedures designed to limit the dissemination of your information to only such designated staff as are reasonably necessary to carry out the stated purposes we have communicated to you.

#### 7. Retention of Information

We will only keep your data as long as it remains necessary for the identified purpose(s) for which it was originally collected, in accordance with this Policy and our Data retention Policy.

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