

PROTECTION OF PERSONAL INFORMATION ACT, NO 4 OF 2013

CHAPTER (3) CONDITION OF LAWFUL PROCESSING OF PERSONAL

INFORMATION

PART A

I, Name and Surname....., ID.....

do hereby give consent to Sasria SOC Limited to collect, use, disclose and process my personal information as regulated by POPI Act. No 4 of 2013. Processing of personal information includes collection, receiving, recording, collating, storage, updating, retrieving , organizing, destroying, correcting, distributing, and making available in other formats.

Conditions of processing personal information:

Personal Information will be processed in accordance with the conditions for lawful processing of personal information. Responsible parties processing personal information shall respect the right to privacy, safe guard personal information, and process information in a responsible manner. Information shall be complete, accurate and updated where necessary.

The company shall ensure that processing of information is conducted by a responsible and competent person.

Prior consent shall be obtained from the person whom personal information is processed.

The legal guardian shall give prior consent before personal information of a child(under the age of 18 years old) shall be processed.

Personal information will not be retained longer than necessary, and the retention will be determined by applicable legislation guidelines.

Duties and responsibilities of responsible persons processing personal information:

- Responsible persons processing personal information must be authorized to do so e.g. to perform a duty or function.
- Must treat personal information with confidentiality and not disclose it unless required by law or in order to perform their duties.
- Personal information must be stored in a secure and safe place.
- Information accessed and acquired by an unauthorised person must be reported to management.
- Personal information integrity shall be secured by taking appropriate and reasonable measures to safe guard against loss, damage and security .

Personal information may be **transferred to third parties** only for specific, explicitly defined lawful purposes related to a function or activity of the responsible party. The purpose for which the information is processed has to be adequate, relevant and not excessive.

Personal information will be processed and shared with third parties under the following conditions:

- Processing of personal information may be necessary to carryout actions for the conclusion or performance of a contract to which the employee is party.
- Processing of information may be done to comply with a legal obligation imposed by law.
- Processing may be necessary for pursuing legitimate interest of the responsible party or the third party to whom the information is supplied.
- Processing is necessary for the proper performance of a public law duty by a public body.

I, therefore pledge to process all personal information in accordance with the conditions of lawful processing of personal information and fulfill the duties and responsibilities of a responsible person /parties.

Furthermore, I am aware that the information shall and may be shared with third parties for business purposes.

Signature..... Date.....