

HDK ARCHITECTS (PTY) LTD

Registration Number: 2017/471669/07

NOTICE OF COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013

We are committed to collecting, processing and storing personal information in compliance with the provisions and regulations of the Protection of Personal Information Act 4 of 2013 ("POPIA").

To this end, our complete privacy policy can be requested from our offices by contacting, or on our website at www.hdkarchitects.com :

Information Officer: Roan Hugo (Director)

Telephone: 073 157 3999

Email: roan@hdkarch.co.za

1. NATURE AND PURPOSE OF PERSONAL INFORMATION

- 1.1. The nature of the information we request for processing will be determined by the nature of the instruction we are mandated to attend to by our clients, as well as the obligations imposed on us by other legislation and the general industry practice standards.
- 1.2. We collect and process this data mainly to render an architectural service to our clients. Other purposes for collection and processing of personal information include:
 - 1.2.1. Designing and research;
 - 1.2.2. Record-keeping in terms of applicable legislation (and longer, where we hold consent from the client to do so);
 - 1.2.3. Tax compliance obligations;
 - 1.2.4. Compliance with another legal obligation; and
 - 1.2.5. Dealing with employment applications.

2. DATA PROCESSING PRACTICES

- 2.1 Any information provided to us by our clients is treated as confidential and with utmost care.
- 2.2 Should it be necessary to further process your data (i.e. for a purpose beyond that which was originally communicated to you), we will obtain your consent before doing so.
- 2.3 Where it is necessary to share the personal information you have provided to us with a third party, we undertake to limit such information shared to what is needed for a specific purpose.
- 2.4 Third parties to whom we provide your personal information are bound to treat such information with the same level of confidentiality and care as we undertake to do.
- 2.5 In instances where it is necessary to obtain your personal information from a source other than yourself, we will inform you.
- 2.6 We will not process your special personal information, as defined in the Act, without your consent, unless authorised by law.

3. RETENTION PERIOD OF CLIENT PERSONAL INFORMATION

- 3.1 We undertake, in terms of the provisions of POPIA, to store client personal information for as long as is necessary to carry out the mandate.
- 3.2 By law, we are required to retain client information documents / documents containing client personal data for the minimum period, as is required to achieve the specified object.
- 3.3 Where we hold consent from the client to do so, documents will be retained for recordkeeping purposes until such consent is withdrawn.

4. SECURITY SAFEGUARDS

- 4.1 We undertake to maintain all reasonable and practicable steps, both in relation to physical and electronic records, to guard the integrity of the client personal information under our care.

- 4.2 Although we do all we can to avoid unauthorised access to the personal information of our clients, electronically transmitted and stored data is always accompanied by a certain level of risk.
- 4.3 Should a breach of security of personal information occur, we will, in compliance with the provisions of the Act, inform the relevant client (data subject) as well as the office of the Information Regulator.

5. THE RIGHTS OF THE DATA SUBJECT

- 5.1 As our client, you have the right to:
 - 5.1.1 Have your personal information lawfully processed in accordance with the conditions as set out in POPIA;
 - 5.1.2 Be notified that your personal information is being collected / has been assessed / acquired by an unauthorised person;
 - 5.1.3 Establish whether we hold your personal information;
 - 5.1.4 Request access to your personal information from us;
 - 5.1.5 Request, where necessary, the correction, destruction or deletion of your personal information;
 - 5.1.6 Object, on reasonable grounds, to the processing of your personal information;
and
 - 5.1.7 Lay a complaint to the Information Regulator or institute civil proceedings.

6. MARKETING

- 6.1 In accordance with POPIA, we will not use your personal information for marketing purposes without your consent.

6.2 If you are currently receiving newsletters and other marketing-related communication from us, and should you wish not to receive such correspondence, please inform us and we will remove your details from our mailing list.