MIBERDAN PTY LTD
Reg 2013/155405/07
t/a SEJO ENGINEERING PTY LTD

POPIA Compliance Policy

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1. Introduction
This **Protection of Personal Information Act (POPIA) Compliance Policy** outlines MIBERDAN PTY LTD's commitment to the protection of personal information in accordance with the requirements set out in the Protection of Personal Information Act, No. 4 of 2013 (POPIA). The purpose of this policy is to ensure that all employees, contractors, and third parties comply with POPIA when collecting, processing, storing, or sharing personal information.

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2. Purpose of the Policy
The purpose of this policy is to:

- Ensure that MIBERDAN PTY LTD processes personal information in a lawful, fair, and transparent manner.
- Safeguard the rights of individuals by protecting their personal information.
- Define the processes and procedures for handling personal data.
- Comply with the POPIA and other applicable data protection laws.

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3. Scope
This policy applies to:

- All employees, contractors, and third parties who process personal information on behalf of MIBERDAN PTY LTD.
- All forms of personal data, whether in digital or physical form.
- All personal information related to customers, clients, employees, suppliers, and other stakeholders.

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4. Definitions

- **Personal Information**: Any information that can identify a person, such as names, addresses, phone numbers, email addresses, identification numbers, etc.
- **Processing**: Any operation performed on personal data, including collection, storage, use, sharing, and deletion.
- **Responsible Party**: The person or entity who determines the purposes and means of processing personal information.
- **Operator**: A third party who processes personal information on behalf of the responsible party.

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5. Key Principles of POPIA
MIBERDAN PTY LTD commits to the following key principles when processing personal information:

1. **Accountability**: We take responsibility for complying with POPIA and ensuring that personal information is processed in line with the law.
2. **Processing Limitation**: Personal information will only be collected for a specific, lawful purpose and not used for other purposes without consent.

3. **Purpose Specification**: We will inform individuals of the purpose for collecting personal information.
4. **Further Processing Limitation**: Personal information will only be processed in a manner compatible with the purpose for which it was originally collected.
5. **Information Quality**: We will take reasonable steps to ensure that personal information is accurate, complete, and up-to-date.
6. **Openness**: We will maintain transparency in our processing activities and inform individuals of their rights.
7. **Security Safeguards**: We will implement measures to protect personal information from loss, misuse, or unauthorized access.
8. **Data Subject Participation**: Individuals will be informed of their rights to access, correct, or delete their personal information.

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6. Responsibilities of Employees

All employees and contractors are responsible for:

- Understanding and adhering to the principles of POPIA.
- Collecting and processing personal information only in accordance with this policy and the law.
- Taking appropriate measures to ensure the confidentiality, integrity, and security of personal information.
- Reporting any suspected breaches of this policy or unauthorized access to personal information.

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7. Collection of Personal Information

MIBERDAN PTY LTD will only collect personal information that is necessary for specific purposes. Personal information should be:

- Collected directly from the individual where possible.
- Obtained with the informed consent of the individual, unless the law allows otherwise.

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8. Use and Storage of Personal Information

Personal information will only be used for legitimate business purposes and stored securely to prevent unauthorized access. Employees must ensure that:

- Personal information is stored in a secure location (e.g., password-protected files or encrypted databases).
- Personal information is not shared with third parties without proper consent or a legal requirement to do so.

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9. Security of Personal Information

MIBERDAN PTY LTD will take reasonable steps to protect personal information from:

- Loss
- Unauthorized access
- Unauthorized disclosure
- Alteration
- Destruction

This includes physical, technical, and organizational measures, such as:

- Strong password protection

- Regular security updates
- Encryption of sensitive data
- Restricting access to personal information on a need-to-know basis

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10. Access to Personal Information

- Employees and third parties who require access to personal information will only have access to the data necessary for their role.
- Individuals have the right to access their personal information held by MIBERDAN PTY LTD and request corrections or deletions where applicable.

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11. Retention of Personal Information

Personal information will be retained for no longer than necessary for the purpose for which it was collected. Once the information is no longer required, it will be securely deleted or anonymized.

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12. Data Subject Rights

In accordance with POPIA, individuals have the following rights concerning their personal information:

- **Right to Access**: Individuals have the right to request access to their personal information.
- **Right to Correction**: Individuals may request the correction of inaccurate or incomplete personal information.
- **Right to Deletion**: Individuals may request the deletion of their personal information, subject to legal or contractual requirements.
- **Right to Object**: Individuals can object to the processing of their personal information in certain circumstances.

To exercise these rights, individuals may contact [Company's designated POPIA Officer or Privacy Officer].

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13. Breach Notification

If there is a data breach that compromises personal information, MIBERDAN PTY LTD will:

- Notify the Information Regulator and affected individuals within the timeframes specified in POPIA.
- Take immediate action to contain and mitigate the breach.
- Investigate the cause of the breach and implement corrective measures to prevent future occurrences.

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14. Training and Awareness

MIBERDAN PTY LTD will provide regular training and awareness programs to ensure that employees understand their responsibilities under POPIA and how to handle personal information securely.

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15. Compliance and Monitoring

MIBERDAN PTY LTD will regularly review and monitor its compliance with this policy and POPIA. Any failure to comply with this policy may result in disciplinary action, including termination of employment or contracts.

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16. Conclusion

MIBERDAN PTY LTD is committed to protecting the personal information of all stakeholders. We recognize that safeguarding personal data is not only a legal obligation but also a critical component of our business integrity and customer trust.

For any questions or concerns regarding this policy, please contact [POPIA Officer/Privacy Officer's Name and Contact Information].
