

POPIA Compliance

Sonbroers supports the right to privacy and will strive to safeguard client and employee personal information.

This policy document sets out how we manage privacy.

Governance structure PAIA is managed by Directors Morne Barnard and Ruan Barnard. They ensure that private data is protected.

Other responsibilities include:

- Dealing with any POPI-related requests
- Co-operate with the Regulator where required
- Maintain a compliance structure
- Update policies and procedures
- Develop a POPIA manual
- Remain updated on changes to legislation

Sonbroers will only process unique identifiers for our own purposes or act on data received from clients for their specific purposes. We do not share this information unless authorised to do so.

We will require user name and (company) contact details for other parties within our client's environment who form part of the working relationship. For suppliers, full names and identity numbers of the contracting party, along with company details and bank account details (for payment purposes) are required. Sonbroers does not collect or process unique data or information of children.

The purpose of storing or noting client data and company information is for the fulfilment of client-originated assignments such as:

- Providing assessments of projects requested, and quoting to the identified individuals.
- Sonbroers will communicate with willing individuals to advise of new services, price changes, maintenance requirements, and useful industry and product developments.
- Communications will allow users to unsubscribe or request no further communications from Sonbroers.
- Sensitive data will not be stored, such as: Racial group, religious beliefs, political affiliations, sexual preferences, or cultural preferences.
- Data may be stored under the following conditions: Contact is made telephonically, by email, via the website, or other channels initiated by the user.

Sonbroers will only share data under the following circumstances:

- Compliance with judicial proceedings, court or government orders
- Where there may be exempt cases to the above, we will consult with our attorneys before disclosing data.
- To defend ourselves against any legal claims made against Sonbroers.

Please contact morne@sonbroers.co.za with any questions.