

# Referro Systems (Pty) Ltd - Privacy Notice

This privacy notice provides details of the personal information we collect from you, what we do with it, how you might access it and who it might be shared with.

## Our Organisation

Referro Systems (Pty) Ltd  
 Unit 3 Persequor Close, 49 de Havilland Crescent,  
 Persequor Technopark, Lynnwood, Pretoria  
 0020  
 South Africa  
 Mobile: +27123491297  
 Telephone: +27123491297  
 Organisation email: info@referro.co.za

### ATTENTION all children.

This is a very important notice which we must share with you and any one of your parents or legal guardians. To make use of our services, we need information which is personal to you. For example, your name, your email address and your phone number. It might be so that we cannot use your information unless your parent agrees. Please tell your parents to read the notice below.

### ATTENTION all parents / legal guardians

In order for children to make use of our services we need to use their personal information and for this we are required by law to obtain the consent of a parent or legal guardian. Before deciding on consent it is important for parents to understand our information security and privacy policies. It is equally important for parents to explain to children, the implications of not providing our organisation with the proper consent. A link to our consent form can be found wherever we collect personal information of children.

## What we do with your personal information

We use your personal information only for the purpose for which it is collected. Among others, this purpose could be to provide a service, assist us with administration, recruit prospective employees or even to comply with a legal obligation. We may use your personal information for other similar purposes, including marketing and communications, but that will only occur in the case where we have your consent or another lawful justification for doing so.

From our **Service Providers** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Site management and security	S11 - To conclude or perform a contract to which the data subject is party	Until no longer needed for purposes of proof

From our **Children** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Student/school sponsorship	S11 - We have the competent person's consent	Until consent withdrawn

From our **Prospective Employees** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Employee recruitment	S11 - We have the data subject's consent	Until no longer needed for purposes of proof

From our **Marketing and Communications** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Marketing and Communications	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires

From our **Visitors to website** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Website management	S11 - It protects a legitimate interest of the data subject	Until consent withdrawn

From our **Suppliers** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Supply products and stationary	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Vendor management	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires

From our **Consultants** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Legal advice and representation	S11 - To conclude or perform a contract to which the data subject is party	Until no longer needed for purposes of proof
Auditing and taxation services	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Employee monitoring	S11 - To conclude or perform a contract to which the data subject is party	Until no longer needed for purposes of data subject's access

From our **Customers / Clients** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Customer sales, service and support	S11 - To conclude or perform a contract to which the data subject is party	Until no longer needed for purposes of proof

## What personal information do we collect?

We only collect the minimum amount of information that is relevant to the purpose. If you interact with us on the internet, the personal information we collect depends on whether you just visit our website or, use our services. If you visit our website, your browser transmits some data automatically, such as your browsing times, the data transmitted and your IP address.

If you use our services, personal information is required to fulfill the requirements of that service.

Generally, we collect the following personal information. If there is any *specific* personal information to collect, we will indicate as such, at or near the time of collection.

- Confidential Correspondence
- Education history

- Email address
- Employment history
- Financial & banking details
- Identification Number
- Location information
- Name, together with other identifying information
- Online identifier
- Personal opinions, views or preferences
- Physical address
- Telephone number
- Company registration data
- Confidential correspondence categories
- Browser data
- Team photograph

Special personal information could be about your health, your racial or ethnic origin, your trade union membership etc. We collect the following special personal information, under the appropriate lawful basis.:

- Race or ethnic origin
  - S29 - We comply with provisions concerning a data subject's race or ethnic origin

## Who might we share your personal information with?

To maintain and improve our services, your personal information may need to be shared with or disclosed to our service providers, other organisations such as ours or, in some cases, public or legal authorities.

### We transfer personal information to the following organisations and countries:

Data subject type	Organisation name	Type	Country
Marketing and Communications	Iritron	Operator	South Africa
Marketing and Communications	J VAN DER WESTHUIZEN CA (SA) Auditors	Operator	South Africa
Marketing and Communications	KyraCorp Pty Ltd	Operator	South Africa
Marketing and Communications	Microsoft 365 - South Africa - Cape Town : Johannesburg	Operator	South Africa
Marketing and Communications	Microsoft Dynamics - South Africa - Cape Town : Johannesburg	Operator	South Africa
Marketing and Communications	Rockwell Automation	Operator	United States
Marketing and Communications	SWM Communications (Pty) Ltd	Operator	South Africa
Marketing and Communications	Woodrow Engineering Systems	Operator	South Africa
Children	Kalahari High School	Responsible Party	South Africa
Service Providers	J VAN DER WESTHUIZEN CA (SA) Auditors	Operator	South Africa
Service Providers	KyraCorp Pty Ltd	Operator	South Africa
Service Providers	Microsoft 365 - South Africa - Cape Town : Johannesburg	Operator	South Africa

Service Providers	Microsoft Dynamics - South Africa - Cape Town : Johannesburg	Operator	South Africa
Service Providers	South African Revenue Services	Responsible Party	South Africa
Suppliers	J VAN DER WESTHUIZEN CA (SA) Auditors	Operator	South Africa
Suppliers	KyraCorp Pty Ltd	Operator	South Africa
Suppliers	Microsoft 365 - South Africa - Cape Town : Johannesburg	Operator	South Africa
Suppliers	Microsoft Azure - South Africa North	Operator	South Africa
Suppliers	Microsoft Dynamics - South Africa - Cape Town : Johannesburg	Operator	South Africa
Suppliers	SGS	Operator	South Africa
Suppliers	South African Revenue Services	Responsible Party	South Africa
Consultants	Department of Labour	Responsible Party	South Africa
Consultants	J VAN DER WESTHUIZEN CA (SA) Auditors	Operator	South Africa
Consultants	KyraCorp Pty Ltd	Operator	South Africa
Consultants	Leger Consulting	Operator	South Africa
Consultants	Microsoft 365 - South Africa - Cape Town : Johannesburg	Operator	South Africa
Consultants	Microsoft Azure - South Africa North	Operator	South Africa
Consultants	SERR Synergy	Operator	South Africa
Consultants	SGS	Operator	South Africa
Consultants	South African Revenue Services	Responsible Party	South Africa
Consultants	Sygnia	Responsible Party	South Africa
Customers / Clients	J VAN DER WESTHUIZEN CA (SA) Auditors	Operator	South Africa
Customers / Clients	Majestic Communication Services	Operator	South Africa
Customers / Clients	Microsoft 365 - South Africa - Cape Town : Johannesburg	Operator	South Africa
Customers / Clients	Microsoft Azure - South Africa North	Operator	South Africa
Customers / Clients	Microsoft Dynamics - South Africa - Cape Town : Johannesburg	Operator	South Africa

Customers / Clients	SGS	Operator	South Africa
Customers / Clients	South African Revenue Services	Responsible Party	South Africa
Prospective Employees	Microsoft 365 - South Africa - Cape Town : Johannesburg	Operator	South Africa
Prospective Employees	Microsoft Dynamics - South Africa - Cape Town : Johannesburg	Operator	South Africa
Prospective Employees	SGS	Operator	South Africa

If we transfer your personal information outside of South Africa, we apply the necessary safeguards which include, confirming whether the receiving country has the proper data protection law, ensuring that there is a binding agreement between parties or, if the transfer is internal to our organisation, commitment to binding corporate rules. Details of these safeguards may be obtained by contacting us directly.

## How do we look after personal information?

We limit the amount of personal information collected to only what is fit for the purposes as described above. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction; whether physical or electronic. We retain personal information only for as long as is described above, to respond to your requests, or longer if required by law. If we retain your personal information for historical or statistical purposes we ensure that the personal information cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal information.

## How can you access your personal information?

You have the right to request access to any of your personal information we may hold. If any of that information is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely.

**If you would like to make a request to see what personal information of yours we might hold, you may make a request from our organisation website or contact us as per the details above**

Where you have previously given your consent to process your personal information, you also have the right to request that we transmit your personal information to a different service provider.

Where it may have been necessary to get your consent to use your personal information, at any moment, you have the right to withdraw that consent. If you withdraw your consent, we will cease using your personal information without affecting the lawfulness of processing based on consent before your withdrawal.

## Our Information Officer

Adrian van Wyk  
 adrian.vanwyk@referro.co.za  
 Telephone: ++27123491297  
 Mobile: ++27824988225

## The SA Information Regulator

You have the right to lodge a complaint with the SA Information Regulator. See the Information Regulator contact details below.

The Information Regulator (South Africa)  
 PO Box 31533  
 Braamfontein  
 27 Stiemens St  
 Braamfontein

2017

POPIA complaints

POPIAComplaints@inforegulator.org.za

PAIA complaints

PAIAComplaints@inforegulator.org.za