

ACTIN ACCOUNTING CC

Privacy policy

Effective date: 30/06/2021

Actin Accounting CC is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services, or as a stakeholder of Actin Accounting CC.

It is important that you take all necessary and appropriate steps to protect your data yourself (for example, by ensuring that all passwords and access codes are kept secure).

Actin Accounting CC has dedicated policies and procedures in place to protect all personal information collected and processed by us. Please read below for more information on how we collect, process, use and disclose personal information.

Registered address: 21 Merriman Avenue, Vereeniging, Gauteng

Information officer contact details: rozelle@actin.co.za

Collection of data

Personal data may either be collected directly from you, as data subject, or it may be collected from other sources such as:

- a) From your employing company
- b) Through credit checks
- c) Through the use of cookies on our website

Where information is not collected directly from you as a data subject, we will take reasonable steps to inform you of the fact that the information was collected and will be processed.

You must not send us personal information about someone else without first getting his or her consent for it to be used and disclosed in the ways set out in this terms and conditions. This is because we will assume he or she has consented although we may still ask for confirmation from them. Where you do give us information about someone else, or someone else discloses a connection with you, that information may be taken into account with your other personal information.

Prospective employees

In applying for this position you may provide us with personal information as part of the application process. We may also obtain personal information while performing the required background check, reference check and credit check if relevant.

The personal information that may be obtained during this process is as follows:

Employees

Actin Accounting CC must process personal information of their employees for various legal and employment purposes. The information that will be processed is as follows:

Race	Provided for possible employment purposes	The data subject or a competent person where the data subject is a child consents to the processing
Gender	Provided for possible employment purposes	The data subject or a competent person where the data subject is a child consents to the processing
Sex	Employment Equity	The data subject or a competent person where the data subject is a child consents to the processing
marital status		The data subject or a competent person where the data subject is a child consents to the processing
national, ethnic or social origin	Legal Employment in RSA	The data subject or a competent person where the data subject is a child consents to the processing
age	Employment Equity	The data subject or a competent person where the data subject is a child consents to the processing
well-being	Provided for possible employment purposes	The data subject or a competent person where the data subject is a child consents to the processing
disability	Employment Equity	The data subject or a competent person where the data subject is a child consents to the processing
language and birth of the person	English mandatory as it is the business language	The data subject or a competent person where the data subject is a child consents to the processing
Education history	Provided for possible employment purposes	The data subject or a competent person where the data subject is a child consents to the processing
employment history	Provided for possible employment purposes	The data subject or a competent person where the data subject is a child consents to the processing
ID number		The data subject or a competent person where the data subject is a child consents to the processing
e-mail address	Required for Communication	The data subject or a competent person where the data subject is a child consents to the processing
physical address	Provided for possible employment purposes	The data subject or a competent person where the data subject is a child consents to the processing
telephone number	Required for Communication	The data subject or a competent person where the data subject is a child consents to the processing

Location information	Provided for possible employment purposes	The data subject or a competent person where the data subject is a child consents to the processing
Name of individual if it appears with other personal information	Required for Communication	The data subject or a competent person where the data subject is a child consents to the processing

Customers

In order for us to provide you with the best service, we need to collect and process personal information from you as a customer. This information will consist of the following:

Personal information	Purpose for processing	Legal basis for processing
Race	Provided for employment equity purposes	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Gender	Provided for employment equity purposes	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Sex	Provided for employment equity purposes	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
national, ethnic or social origin	Required for legal employment	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
age	Provided for employment equity purposes	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
physical or mental health	Ensuring employees are accomodated	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
disability	Provided for employment equity purposes	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
language and birth of the person	English a requirement for as it is business language	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Education history	Provided for employment	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
employment history	Provided for employment	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
ID number	Payroll purposes and tax registration	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
e-mail address	Communication with employee	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party

physical address	Payroll purposes and tax registration	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
telephone number	Communication with employee	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Location information	Communication with employee	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature, or further correspondence that would reveal the contents of the original correspondence		processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Name of individual if it appears with other personal information	Next of Kin for emergencies	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party
Trade union membership	Payroll purposes	processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party

Actin Accounting CC will keep your personal information confidential at all times, however, you agree and consent that Actin Accounting CC may:

- a) Communicate with you electronically in relation with the service or product being provided (email, fax, telephone or through any other relevant or secured electronic platform)
- b) Obtain any relevant personal information, from any person or institution, necessary to comply with the agreement between you and Actin Accounting CC
- c) Obtain credit information from any person or institution where necessary
- d) Verify the information provided herein and to contact other third party for purposes of the same
- e) Disclose personal information to regulatory or government agencies in accordance with the relevant legislation or directive
- f) Use personal information to market new or other products of the company which may be suitable or relevant to you

Individuals screened for COVID 19

The following needs to be explained verbally to anyone who needs to complete documentation with personal information for COVID 19 Screening. It may also be documented on the document to be completed:

The personal information collected is necessary to comply with the COVID 19 screening as required by the Disaster management Act and supplementary regulations and directives. This information will be kept confidential unless disclosure is required by law. E.g. should a positive case be identified. This information will be stored for a period of [Enter time period] and thereafter be destroyed. If you do not provide the information as required, we can limit or refuse you access to the premises.

CCTV Monitoring

The premises of Actin Accounting CC is monitored by CCTV footage. This footage is only processed for security purposes and not shared with any person or entity outside the company. CCTV footage is retained for a period of [enter period] after which it is destroyed.

Consent

Where the legal basis for us processing your personal information is consent as above, it will be included in the contract or agreement concluded with you. This consent may be withdrawn at any time, however this withdrawal of consent will not make processing we undertook before your withdrawal unlawful. You will not suffer any detriment for withdrawing your consent.

You may withdraw your consent by contacting our information officer, whose details are provided at the beginning of the privacy policy.

Where the legal basis for processing is for the proper performance of the contract, and you fail to provide us with the information or request us to stop processing this information, it may create limitations on our performance of the contract or agreement.

Sharing information

In processing your personal information, we may share it with third party processors under an operator's agreement. These include but are not limited to:

- a) Payment processors
- b) Email management and distribution tools
- c) Data storage providers
- d) Server hosts
- e) *Add more*

As an operator, these service providers will not be able to process or use your data for any reason other than to provide the service as required by us. They also need to implement proper safeguards to ensure the personal information is secured at all times.

Information transfers

We may transfer to, and store personal information we collect about you, in countries other than South Africa. These countries may not have the same data protection laws as South Africa, and in this instance we will only transfer the information if we have consent from you, or it is necessary for the performance or conclusion of a contract between us. Countries we may transfer data to includes:

Foreign country	Reason for transfer of data
Ireland	Casware server host is in this country

Retention

Actin Accounting CC is required to comply with various different legislative retention periods, which leads to different retention requirements. As such we have opted for the longest retention period required from us for legal purposes and apply this to all our data. Your personal information will be kept for a period of seven years in order for us to comply with all legal requirements.

Your legal rights

You have the following rights under the Protection of Personal Information Act:

- a) Request access to your personal information
- b) Request a correction or deletion of personal information
- c) Object to the processing of personal information
- d) Lodge a complaint to the Information Regulator

If you want to exercise any of the rights described above, or are dissatisfied with the way we have used your personal information, please contact the information officer.

Changes to this policy

This policy may change from time to time. The latest effective date will be highlighted at the start of the privacy policy.