PERMISSION FOR THE PROCESSING OF PERSONAL INFORMATION

As you have certainly learned in the media, the new Personal Information Protection ***Act (POPI Act 4 of 2013)*** came into effect 1 July 2021. This also means that we must comply with the necessary requirements by obtaining permission from you as our client that we may indeed collect and store your personal information for which we may use it. (Here *is also the link to the website of the legislation should you require more information. www.popia.co.za)*

For purposes of this consent, the words *Personal Information (personal information), Data* Owner (date *subject), Handling (processing),* Responsible Party *(responsible party)* and *Service Provider (operator),* will have the same meaning as defined in the Protection of Personal Information Act, 4 of 2013 **(POPIA).**

I, ____(full name and Surname) as authorized

representative of _____________________________________(the COMPANY/CC/INDIVIDUAL) hereby voluntarily grant permission that P S P Timber Industries (Pty) Ltd may handle personal information of the company/CC/Individual for the lawful business purposes, functions or activities of P S P Timber Industries (Pty) Ltd. The type of information will depend on the purpose for which it is collected and will also only be handled for that purpose.
All Personal Information will, as far as possible, be processed by P S P Timber Industries (Pty) Ltd (as the Responsible Party), but the Company/CC/Individual gives permission that P S P Timber Industries (Pty) Ltd may instruct other organizations to provide support services as Service Providers or Operators to P S P Timber Industries (Pty) Ltd and P S P Timber Industries (Pty) Ltd are hereby authorized by the Company/CC/Individual to allow such Service Providers and Operators access to the Companies/CC/Individuals Personal Information to process the Personal Information for the purposes of such support services. P S P Timber Industries (Pty) Ltd will bind Service Providers to its privacy policy insofar as it accesses the Companies/CC/Individuals Personal Information.

Purpose for which Personal Information is processed:
We also want to make sure that you understand how and for what purpose we handle your personal information. We collect, like, use and disclose your personal information primarily to give you access to
P S P Timber Industries (Pty) Ltd's range of services and products available to you. We will process your information only for a purpose that you would reasonably expect, including:

1. Provide you with advice, products and services that meet your request;
2. To confirm your identity and to check credit references;
3. To arrange, administer, and manage logistics functions;
4. To process documentation required for the import/export process;
5. To notify you of new products or developments that may be of interest to you;
6. To confirm or update your details;
7. To make payments or receive from you for services or goods delivered;
8. To act in P S P Timber Industries (Pty) Ltd or the company's legitimate interest;
9. To give effect to any legal or legislative obligations on P S P Timber Industries (Pty) Ltd.

You have the following rights:

1. The right to know what personal information is kept, how it is handled, and when P S P Timber Industries (Pty) Ltd discloses it.
2. The right to correct your personal information.
3. The right to withdraw this permission.

If you believe that your personal information is not being handled correctly, or that your information is being used for a purpose other than it was originally intended for, you can contact our information officer at:

INFORMATION OFICER: LIZÉL DE WAAL
EMAIL: lizelpsp@mweb.co.za

SIGNED AT ………………………………………......... ON THIS………………...DAY OF .... 2021.

SIGNATURE:________________________________

NAME: ___________________________

POSITION: ____________________________

TOESTEMMING TOT HANTERING VAN PERSOONLIKE INLIGTING

Soos u sekerlik in die media verneem het, het die nuwe wet vir die beskerming van persoonlike inligting ***(POPI Wet 4 van 2013***) op 1 Julie 2021 in werking getree. Dit beteken ook dat ons aan die nodige vereistes moet voldoen deur toestemming van u as ons kliënt te verkry dat ons wel u persoonlike inligting mag versamel, stoor en waarvoor ons dit mag gebruik. (*Hier is ook die skakel na die webtuiste van die wetgewing indien u meer inligting verlang. www.popia.co.za)*
Vir doeleindes van hierdie toestemming sal die woorde Persoonlike Inligting (*personal information*), Data Eienaar (*date subject*), Hantering (*processing*), Verantwoordelike Party *(responsible party*) en Diensverskaffer (*operator*), dieselfde betekenis hê soos omskryf in die Wet op Beskerming van Persoonlike Inligting **(POPIA).**

EK, ____(volle naam) wat

namens _________________________________(die MAAKSKAPPY/BK/INDIWIDU) optree as gemagtigde verteenwoordiger, verleen hiermee vrywillig toestemming dat P S P Timber Industries (Edms) Bpk, persoonlike inligting van die maatskappy/BK/Indiwidu vir die wettige besigheidsdoeleindes, werksaamhede of aktiwiteite van P S P Timber Industries (Edms) Bpk mag hanteer. Die tipe inligting sal afhang van die doel waarvoor dit ingesamel word en sal ook slegs vir daardie doel hanteer word.

Alle persoonlike inligting sal sover moontlik deur P S P Timber Industries (Edms) Bpk (as verantwoordelike Party), self hanteer word, maar die maatskappy/BK/Indiwidu verleen hiermee ook toestemming dat P S P Timber Industries (Edms) Bpk ander organisasies mag opdrag gee om ondersteuningsdienste as diensverskaffers aan P S P Timber Industries (Edms) Bpk te lewer en tydens sodanige proses die maatskappy/BK/Indiwidu se persoonlike inligting mag hanteer. P S P Timber Industries (Edms) Bpk sal diensverskaffers verbind tot sy privaatheidsbeleid vir sover dit toegang bekom tot die maatskappy/BK/Indiwidu se persoonlike inligting.

Doel waarvoor Persoonlike Inligting hanteer word:
Ons wil ook seker maak dat u verstaan hoe en vir watter doel ons u persoonlike inligting hanteer. Ons versamel, hou, gebruik en openbaar u persoonlike inligting hoofsaaklik om u toegang te gee tot P S P Timber Industries (Edms) Bpk se reeks van dienste en produkte wat aan u beskikbaar is. Ons sal u inligting slegs verwerk vir 'n doel wat u redelikerwys sou verwag, insluitend:

- U van advies, produkte en dienste te voorsien wat aan u versoek voldoen;
- Om u identiteit te bevestig en om kredietverwysings na te gaan;
- Om logistieke funksies te reël, te administreer en te bestuur;
- Om dokumentasie te verwerk wat benodig word vir die invoer/ uitvoer proses;
- Om u in kennis te stel van nuwe produkte of ontwikkelings wat vir u van belang kan wees;
- Om u besonderhede te bevestig of op te dateer;
- Om aan u betalings te maak of van u te ontvang vir dienste of goedere gelewer;
- Om in P S P Timber Industries (Edms) Bpk of die maatskappy se regmatige belang op te tree;
- Om uitvoering te gee aan enige regs- of wetgewende verpligtinge op P S P Timber Industries (Edms) Bpk.

U het die volgende regte:

- Die reg om te weet watter persoonlike inligting gehou word, hoe dit hanteer word, en wanneer P S P Timber Industries (Edms) Bpk dit bekend maak.
- Die reg om u persoonlike inligting reg te stel.
- Die reg om hierdie toestemming terug te trek.

As u van mening is dat u persoonlike inligting nie korrek hanteer word nie, of dat u inligting vir 'n ander doel gebruik word as waarvoor dit oorspronklik bedoel is, kan u ons inligtingsbeampte kontak by:

INLIGTINGSBEAMPTE: LIZÉL DE WAAL
E-POS: lizelpsp@mweb.co.za

GETEKEN TE …………………………………………..OP HIERDIE……………….DAG VAN ……………………………………2021.

HANDTEKENING: ______________________________

NAAM: ______________________________

POSISIE: ______________________________