

# *Lindumn (Pty) Ltd*

**Specialist Designers and Manufacturers**  
OF MASS PRODUCED METAL PRESSINGS AND ASSEMBLIES

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112 DE WAAL ROAD DIEP, RIVER, 7800      P.O.BOX 306, BERGVLIET, 7864  
TEL: (021) 705-3720/1    E-MAIL: [factory@lindumn.co.za](mailto:factory@lindumn.co.za)    FAX: (021) 7054420      website: [www.lindumn.co.za](http://www.lindumn.co.za)

## **PRIVACY NOTICE**

**LINDUMN (PTY) LTD**, a company registered in South Africa under registration number 2008/010207/07 and having its registered address at 112 De Waal Road, Diep River, Cape Town, South Africa ("**Lindumn**", "**we**", "**our**").

We are committed to complying with applicable data protection laws and set out below details regarding our approach to data protection in our operations.

### **Information we collect from customers**

We collect names, telephone number, address, bank details, trade references, VAT and company registration number from customers so that we can provide you with our products and/or credit. We do this on the basis of the intention of contracting with you or for the performance of a contract we have with you.

### **Information we collect from third parties**

We collect names, contact details, bank account details and VAT information from suppliers and professional service providers so that we can place orders/instruct you and make payment in respect of any goods or services we receive. We do this on the basis of the intention of contracting with you or for the performance of a contract we have with you.

### **Information we collect from you when you sign up to our newsletter**

When you enter your name, surname and email address on our website to receive our newsletter, you are consenting to us sending you this communication. We will only use the information you provide for this purpose and you will be able to opt-out of receiving this at any time.

### **Information we collect from you when you visit our website**

Our website does not use automatic systems of data collection, such as cookies. The only information we collect from you on our website is the information required in our contact form.

### **Information we collect from you when you apply for a job**

We process the information you provide in your curriculum vitae, in our application form and supporting documentation/information during the recruitment process purely for the purposes of assessing your suitability for the role, for contacting you to progress your application and to take up any references you have provided. The basis for the processing of this information is a potential employment contract may be concluded, depending on the outcome of our assessment and we have a legitimate interest in finding candidates for roles that we have. In the event that you are successful, this data will form part of your employee file.

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## **Processing, protecting and transferring personal information**

Personal information held by us is processed by appropriate members of staff for the purposes for which the information was provided. We take appropriate technical and organisational steps to ensure the security of your personal information including policies and procedures around use of technology and devices, IT security, document retention and destruction. Only persons within our organisation which require your personal information for the performance of their work have access to that information and we do not transfer your information outside of the organisation or your resident country unless we are satisfied that the personal information will be afforded an equivalent level of protection.

We may share your information with third parties such as professional advisors such as accountants and lawyers, credit bureaus, IT Providers, HR providers and government bodies/regulators. Furthermore, some of our systems are provided by third parties (for example, hosted databases and website, survey providers and cloud storage providers). We do not share or sell personal information to other organisations for their own purposes.

We share your information for the purposes of:

- Performing the contract we have with you or negotiating a contract with you;
- Complying with a legal obligation; or
- Our legitimate interest in the effective running of our organisation.

All third party Operators (as defined in the Protection of Personal Information Act), who process personal information on our behalf are subject to contractual assurances that personal information will be kept securely. We do not allow our third party service providers to use your personal information for their own purposes. We only permit them to process your personal information for specified purposes and in accordance with our instructions.

## **Retention of your Data**

We will not retain your personal information longer than the period for which it is needed and in compliance with applicable law. We determine retention periods in respect of information we hold based on:

1. Legal obligations relating to minimum periods to retain data;
2. The purposes for which we process the personal information and whether we can achieve those purposes through other means;
3. Whether the information is required for reporting and analysis purposes relating to our operations;
4. The amount, nature, and sensitivity of the personal information;
5. The potential risk of harm from unauthorised use or disclosure of the personal information.

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## **Your rights in relation to your information**

Subject to certain limitations on certain rights, you have the following rights in relation to your information:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Withdraw consent** to our use of your information at any time where we rely on your consent to use or process that information. Please note that if you withdraw your consent, this will not affect the lawfulness of our use and processing of your information on the basis of your consent before the point in time when you withdraw your consent.

Should you have any queries regarding this privacy notice or would like to enforce any rights you may have under applicable data protection laws, please contact us at:

**Information Officer:** Richard Roos

**Address:** 112 De Waal Road, Diep River, Cape Town, South Africa

**E-mail:** [richard@lindumn.co.za](mailto:richard@lindumn.co.za)

We will endeavour to respond to any such requests as soon as is reasonably practicable and in any event within statutory time-limits in the applicable country. In some instances, we may be able to charge a fee for responding to your request and will advise you of this and any applicable amount prior to responding.

You should be aware that certain information is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal privilege.

You should also be aware that in some instances, if you do not provide information or you exercise any rights regarding the deletion or restriction of your information or object to the processing of your information or withdraw consent, we may not be able to provide you with any products or enter into a contract with you or comply with applicable law.

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Where you request access to your information, we are required by law to use all reasonable measures to verify your identity before doing so. These measures are designed to protect your information and to reduce the risk of identity fraud, identity theft or general unauthorised access to your information.

You also have the right to lodge a complaint with the relevant supervisory authority, details of which are set out below:

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001  
P.O Box 31533, Braamfontein, Johannesburg, 2017  
Complaints email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)  
General enquiries email: [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za).

## **Automated decision-making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

## **Changes to our Privacy Notice**

Any changes made to this privacy notice in the future will be posted on the website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to this notice.

17 June 2021 Version 1