

To all employees,

RE: NOTICE IN TERMS OF SECTION 18(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013

The long awaited Protection of Personal Information Act ,4 of 2013 (“the Act”) was enacted and has become effective 01 July 2021.

This Act will regulate the processing of personal information of persons (whether natural or juristic persons).

The aim of this Act is to protect the right of privacy, including the protection of information and how personal information is to be collected, stored, and managed.

It is important to know, that being an employee of Solver, your personal information is processed.

Which personal information does Solver have?

Kindly note that the Solver holds the following personal information about you:

- All personal information required in terms of the governing legislation and/or the employment contract, including your:
 - Full names;
 - Identity Numbers, Passport Numbers and/or Registration Number (in the case of juristic persons);
 - Contact details, including, cell phone numbers and email addresses, or the like;
 - Curriculum Vitae;
 - Banking details;
 - Salary records;
 - Disciplinary records;
 - Promotion records; and/or
 - Any other personal information so required by the governing legislation and/or the employment contract.

Solver Property Services – Community Schemes Experts

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47 Farraday Boulevard

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Why do we process your personal information?

All personal information is processed to give effect to Solver's statutory obligations regulated by the Labour Relations Act, 66 of 1995 and/or pursuant to the employment contract.

Where your personal information is processed for any other reasons, Solver undertakes to obtain your prior consent for such processing.

In order for the Solver to process your personal information lawfully, Solver will exclusively process your personal information for one (or more) of the following reasons:

- Pursuant to a statutory obligation (i.e. legislation is requiring Solver to process your personal information), this is the most common justification for the processing of your personal information;
- Pursuant to a contractual obligation (i.e. where the employment contract, or any other agreement, requires the processing of your personal information);
- Pursuant to your and/or Solver's legitimate interest (i.e. where Solver is required to process your personal information to further the labour and employment relationship with you); and/or
- Pursuant to your consent for such processing activity (i.e. where Solver processes personal information for any other reason, Solver will be required, and undertakes, to obtain your consent).

It is noteworthy that where personal information is processed based on any other justification (other than your consent), Solver is not required to obtain your consent for such a processing activity.

Which third parties have access to your personal information?

In order to properly attend to the employment relationship, your personal information may be transmitted to the following third parties:

- Any of Solver's clients, for the purposes of performing your employment functions and/or duties;
- Any of your fellow staff members, if such transmission is required for you to fulfil any of your employment functions and/or duties;
- Attorneys, debt collectors or the like;
- Off-site and/or cloud based backup companies;
- Any other third party so required for you to perform your employment functions and/or duties.

Solver is committed to protecting your personal information by promoting your right to privacy of your personal information, as required by the Act.

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Should you require any further assistance and/or clarification, kindly consider Solver's privacy policy.

Feel free to contact us if you have any queries in this regard.

Kind regard,

Management
Solver Property Services