

**IMPORTANT INFORMATION:**

**FOCUS ON SECURITY (PTY) LTD PRIVACY NOTICE**

**Introduction:**

Your privacy is critically important to us we are committed to handling your personal information with the utmost respect and care. By closely following the guidelines and standards of the POPI Act we not only comply with the law but also ensure that your data is secure and safe.

If you have questions about deleting or correcting your personal data please contact our administrative office.

It is Focus on Security's policy to respect your privacy regarding any information we may collect while operating our websites.

We reserve the right to update this privacy notice.

**Who we are:**

- Focus On Security is a company that covers the full spectrum of provision of physical security services. As the name indicates, we are a proud company that really focuses on the security needs of all clients. To fulfil this we provide armed units, patrol units, access/egress control units, a full 24-hour control room, armed supervision, management services and much more.

**The type of personal information we collect:**

We currently collect and process the following information, including but not limited to:

- Personal identifiers, contacts and characteristics (for example, name and contact details);
- Addresses;
- Email details;
- Social media (WhatsApp messages- group and private messages); and
- Biometric information

### **How we get the personal information and what we use it for:**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Contractual obligations;
- Deliver services to you; and
- COVID -19 Screening

We also receive personal information indirectly, from the following sources in the following scenarios:

- Directly from sources

We may share this information with:

- Statutory authorities;
- Tax authorities;
- Payment processors;
- Data storage providers;
- Service providers

### **When will we process your personal information:**

In terms of the Protection of Personal Information Act (POPIA), the justification ground which we base our processing on consist out of the following:

- The data subject or a competent person where the data subject is a child **consents** to the processing. Kindly note that you have the right to withdraw your consent;
  - The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
  - The processing complies with an **obligation** imposed by law on the business;
  - The processing protects a **legitimate** interest of the data subject;
  - The processing is necessary for the proper performance of a **public law** duty by the business;
- Or
- The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

**How we store your personal information:**

Your information is securely stored on our:

- Cloud based server
- Secured filing system

We keep your information according to our data retention policy. We will then dispose your information by:

- Secured removal software for Cloud Removal
- Destruction of paper based information through various methods such as recycling or shredding.

### **Your data protection rights:**

- You are entitled to access your personal data by sending a written request to focusonsecurity1@gmail.com.
- You may also request us to correct or supplement any of your personal data which we will undertake as soon as practicable.
- Request the destruction of your personal data. We will consider your request in light of any other laws or regulations prohibiting us from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at 0826557443 if you wish to make a request.

### **Contact details:**

Name: Focus on Security (Pty) Ltd

Address: 74 Main Street Witfield, Boksburg

Phone Number: 0826557443

E-mail: focusonsecurity1@gmail.com

### **How to complain:**

If you have any concerns about our use of your personal information, you can make a complaint to us at focusonsecurity1@gmail.com

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

### **Their contact details are as follows:**

#### **The Information Regulator (South Africa)**

33 Hoofd Street

Forum III, 3rd Floor Braampark

P.O Box 31533

Braamfontein, Johannesburg, 2017

**POPIA Complaints email: [POPIAcomplaints.IR@justice.gov.za](mailto:POPIAcomplaints.IR@justice.gov.za)**

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