

PROFSOFT SOLUTIONS (PTY) Ltd

Registration Number: 2015/097109/07
VAT Registration number: 4350191518



PO Box 8719 20 San Marco Close
Centurion Harbour Island
0046 Gordons Bay 7140

Telephone: +27 12 111 0272

<http://www.profsoft.co.za>

ProfSoft Solutions (Pty) Ltd

Privacy Statement

Last Updated 2021-06-02

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PROFSOFT SOLUTIONS (PTY) LTD COLLECTS THE FOLLOWING INFORMATION.	2
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The following information pertains to the Privacy Requirements applicable to ProfSoft Solutions (Pty) Ltd and the privacy statements made by and adhered to by ProfSoft Solutions (Pty) Ltd, to adhere to the South African POPI act and other Acts and legal or regulatory requirements.

Main Privacy Statements

ProfSoft Solutions (Pty) Ltd collects the following information.

The Entity or individual name

The Entity registration number (or similar)

The Entity VAT number (if applicable)

The Entity address

The Contact Name and Surname

The Contact Email Address

The Contact telephone and/or Cellular number

ProfSoft Solutions (Pty) Ltd collects data for the following reason(s).

ProfSoft Solutions only collect data as required by law, for legal purposes or to service customers.

ProfSoft Solutions (Pty) Ltd also states the following.

- Data is collected directly from data subjects or publicly available data.
- Data is not collected from third parties.
- Information is sourced directly from data subjects or publicly available data.
- The company information is as follows:
 - ProfSoft Solutions (Pty) Ltd,
 - 20 San Marco Close, Harbour Island, Cape Town, 7140,
 - Telephone number +27 12 111 0272
- All data is collected either for legal and lawful purposes or to service the data subject as a customer.
- Both voluntary and mandatory data is collected, as applicable.
- Data will not be collected that is not provided with consent from a data subject, unless publicly available, and if such consent is not given then the data subject or the company represented might not become a customer.
- Data is collected as allowed by various laws in South Africa.
- There is no intention to send data to other countries unless required by relevant laws or necessary to service the customer.

The POPI Act's Eight Conditions for Lawful Processing

The South African POPI act includes eight rules or conditions for lawful processing, as per Chapter three of the Act, including:

1. Accountability
2. Processing limitation
3. Purpose specification
4. Further processing limitation
5. Information quality
6. Openness
7. Security safeguards
8. Data subject participation

Condition 1: Accountability

ProfSoft Solutions (Pty) Ltd confirms that it is accountable to process data in a responsible manner and in compliance with relevant legislation, as applicable and practical, both when deciding to process said data and when processing or updating the data.

Condition 2: Processing Limitation

ProfSoft Solutions (Pty) Ltd only processes relevant data to comply with legislation or to service or assist customers.

Where data is collected that is needed outside of these requirements ProfSoft Solutions (Pty) Ltd will obtain the consent of the data subject and allow the subject to object to the processing, which can be withdrawn at any time, subject to the need to keep such information for relevant legal or lawful requirements.

ProfSoft Solutions (Pty) Ltd will only collect and process relevant data for the required purpose.

ProfSoft Solutions (Pty) Ltd will endeavour not to put data subjects' privacy at risk.

Data is collected directly from the subject, not from any third-party. Data might also be collected if it is already publicly available and in doing so will not violate the legitimate interest of the data subject.

Condition 3: Purpose Specification

Data is only collected by ProfSoft Solutions (Pty) Ltd for the specific reason required, which include reasons required by law, or to service customers in the normal course of our business.

Data subjects will be made aware of this data collection.

Data that is no longer required by law (civil, penal, contract or other law), or to service the data subject, will be destroyed, deleted, or de-identified, in as far as it is practically possible, which would render the data irretrievable.

Condition 4: Further Processing Limitation

ProfSoft Solutions (Pty) Ltd will not process the data collected any further than is necessary for the original intended collection or purpose unless such further processing is:

1. Required by law, or
2. With the consent of the data subject, or
3. It is data received from the public record, or
4. Such processing is related to national security.

Condition 5: Information Quality

ProfSoft Solutions (Pty) Ltd endeavours to ensure that the data collected and subsequently processed is as accurate and complete as possible.

Condition 6: Openness

ProfSoft Solutions (Pty) Ltd as a responsible citizen adheres to the Promotion of Access to Information Act.

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- Both voluntary and mandatory data is collected, as applicable.
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Condition 7: Security Safeguards

Refer to ProfSoft Solutions (Pty) Ltd Privacy Policy on <https://profsoft.co.za>.

ProfSoft Solutions (Pty) Ltd has appropriate, reasonable, technical, and organizational measures in place designed to prevent both unlawful access and the loss or damage of personal information.

To enable this, ProfSoft Solutions (Pty) Ltd performs risk assessment tests, ensure that relevant updates are applied, maintains safeguards, and ensures the effectiveness of such safeguards.

ProfSoft Solutions (Pty) Ltd will notify data subjects of any breach of data collected, either at ProfSoft Solutions (Pty) Ltd or at the service providers of ProfSoft Solutions (Pty) Ltd.

ProfSoft Solutions (Pty) Ltd do not use third-party service providers to process data on behalf of ProfSoft Solutions (Pty) Ltd.

ProfSoft Solutions (Pty) Ltd will notify the Regulator, and the data subject (when possible) should there be a data breach and will do so as soon as is reasonably possible. This will be done by email, or as further directed by the Regulator.

The notification will include the relevant measure that can be taken by the data subject to protect against further breaches.

Condition 8: Data Subject Participation

All data subjects have the right to know what personal information is held by ProfSoft Solutions (Pty) Ltd and has the further right to request corrections to their record when the data is out of date, incomplete, inaccurate, excessive, or obtained unlawfully.

ProfSoft Solutions (Pty) Ltd will comply with such requests within a reasonable timeframe unless it falls within the rights stated in Chapter 4 of the law and/or is required by law or to service the customer, in which case such request may be declined.

Upon receiving the request, ProfSoft Solutions (Pty) Ltd will complete the request within a reasonable timeframe.

ProfSoft Solutions (Pty) Ltd has the option to decline such requests when it falls within the rights as stated in Chapter 4 of the law.

ProfSoft Solutions (Pty) Ltd does not process special personal information (including religious beliefs, health information, biometric information, etc.) or criminal behaviour, unless:

- If the data subject provided consent
- If processing is necessary for establishing a defence of a right
- If processing is required for fulfilling obligations under international public law
- If processing is in the public interest
- If the data is already public
- If processing involves historical research, or statistical purposes (within the public interest or if asking consent is impossible or close to impossible)

ProfSoft Solutions (Pty) Ltd does not process data of children.