



Protection of Personal Information Act of 2013, No 4* – Privacy Policy

(*henceforth called the Act).

1. Introduction

As a group comprising of I-Rigging Solutions (Pty) Ltd, Industrial Rigging Solutions (Pty) Ltd, I-Rigging Solutions Film & Commercial (Pty) Ltd, I-Rigging Solutions Special Projects & TVC Innovations (Pty) Ltd and Office Rigging Solutions CC, respecting and protecting the personal information and privacy of others is important to us.

This Privacy Policy relates to “personal information” which is any information (including an opinion) about an identified or identifiable person and/or juristic person and extends to any information where an individual can be identified directly or indirectly, in particular by reference to an identifier (for example, a name or email address).

The policy explains how any of the entities in the group collect, manage, and utilise personal information, and how individuals can exercise their privacy rights.

2. Obligations of the responsible party

The entities in the group collect, manage and utilise personal information in accordance with the [Protection of Personal Information Act of 2013](#). The companies, in the course of normal business operations, hold and processes certain types of requisite *personal information* pertaining to employees, independent contractors, vendors, suppliers, service providers and clients – all of them being *data subjects*. In terms of the Act, each entity in the group is a *responsible party*.

The type of personal information which is processed by any of the entities is governed by various statutory- and sector requirements to which the entities comply. To fulfil their statutory obligations, the entities [=responsible parties] may use cloud services providers, necessitating transborder information flow.

3. Categories of personal information held by responsible party

The categories of personal information held and processed as part of normal business operations of any of responsible parties are listed in the relevant responsible party’s PAIA manual, accessible on www.i-rigging.com.

4. Scope of processing of (special) personal information by the responsible party and operator

The responsible party and its operator(s) may, as part of fulfilling the responsible party’s legal duties and thus normal business operations:

- i) Receive, send, consult, archive, delete and back up emails;
- ii) Receive, send, consult, archive, delete and back up electronic messages such as those on messaging platforms;
- iii) Receive, send, consult, file, update, organise, collate, share, save, delete and back up electronic records;
- iv) File, consult, update, organise, collate, store and destroy hardcopy records;
- v) Utilize data processing software (such as accounting and payroll programs).
- vi) Utilize secure AI platform to assist with data consolidation, interpretation and trending.

5. Protection of (special) personal information: responsible party’s processing policy



The responsible party (and its operator(s) where applicable), process all (special) personal information in line with the 8 lawful conditions of processing outlined in chapter 3 of the Act. In summary, the processing policy of the responsible party is as follows:

- i) Personal information is gathered:
 - Directly from the data subject as far as possible.
 - Only for well-defined, explicit, lawful purposes communicated to the data subject and determined by
 - legal- and sectoral requirements affecting the company's normal business operations; and
 - management and quality control principles adopted by the company.
 - With explicit, informed, voluntary consent of the data subject.
- ii) Gathered personal information is:
 - Accurate, complete, and relevant.
 - Not excessive (i.e., only the information which is really needed for the well-defined, explicit, lawful purposes is gathered).
 - Not re-used for purposes other than what has been gathered for initially, transparently and with the data subject's consent.
 - Not shared with anyone outside the responsible party unless required to do so by law. Information which is defined as restricted or confidential is managed in accordance with additional document / data access and -controls.
 - Kept only for as long as required in accordance with
 - legal- and sectoral requirements affecting the company's normal business operations; and
 - management and quality control principles adopted by the company.
 - Destroyed in such a manner as to render it unable to be re-identified once over its defined retention period.
 - Kept securely, with appropriate technical, procedural and organisational measures in place to prevent
 - loss of, damage to or unauthorised destruction of (special) personal information; and
 - unlawful access to or processing of (special) personal information.
- iii) The data subject is informed of:
 - Who the responsible party is.
 - The purpose of the gathering of specified info.
 - Right to access, update and correct the information on record.
 - Right to withdraw consent and its resulting implications.
- iv) The data subject can at any time contact the responsible party in writing to:
 - Request a copy of The Guide, Regulation 3, issued by the Information Regulator: https://inforegulator.org.za/wp-content/uploads/2020/07/PAIA-Guide-English_20210905.pdf.
 - Request a copy of the personal information held using Form 2, Regulation 7, issued by the Information Regulator in relation to PAIA: <https://inforegulator.org.za/wp-content/uploads/2020/07/InfoRegSA-PAIA-Form02-Reg7.pdf>
 - Verify correctness of the personal information held.
 - Inform the responsible party regarding changes or updates to the data held on the subject.



- Request the correction or deletion of personal information, using Form 2 in relation to POPIA: <https://infoeregulator.org.za/wp-content/uploads/2020/07/FORM-2-REQUEST-FOR-CORRECTION-OR-DELETION-OF-PERSONAL-INFORMATION-OR.pdf>
- Raise a question or concern.

The responsible party will review and respond to questions, concerns, or objections as soon as possible, generally within 30 days' of receiving it. If the data subject is not satisfied with the responsible party's response, a complaint can be lodged with the Information Regulator (see <https://infoeregulator.org.za/complaints/> for details).

Oversight of the consistent implementation of the lawful conditions of processing rests with each responsible party's duly appointed information officer and. All contact details may be found in the respective PAIA Manuals on the I-Rigging Group website (www.i-rigging.com).

6. Policy review and updates

The I-Rigging Group will review this policy periodically and update it from time to time, or when relevant regulatory changes occur. Please visit the group's website (www.i-rigging.com) to obtain a copy of the latest version at any time.

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