



JD Hoffman Earthmoving cc
Protection of Personal Information Act Policy

Introduction:

JD Hoffman earthmoving cc is dedicated to protecting the privacy and confidentiality of personal information. JD Hoffman earthmoving cc provides a website for our existing as well as prospective clients. People use our website to request more information regarding certain products and services, and to enquire about their existing products and services. This information is not stored online. Our privacy notice applies to any member of, and / or visitor to, our services. The privacy notice is to enable its clients to understand how we collect, use and safeguard their personal information.

Who we are:

JD Hoffman earthmoving cc was established in 2003, however the Hoffman family has been associated with plant hire and earthmoving since 1947. The company is still operated by the third generation Hoffmans. The company currently operates from Tarlton in the West Rand, Gauteng. We do however work all over in South Africa and cross border. JD Hoffman entered the market in 2010 with GPS land levelling, making us the FIRST land levelling contractor in South Africa.

CAD Designed and Earthworks with a fleet of RTK GPS controlled scrapers ready to perform:

- RTK GPS Land Levelling
- RTK GPS Earth Dam Building
- Single Pass Ridging for orchards (In-house engineered)
- RTK GPS Construction site levelling
- RTK GPS Gravel Road and Runway Construction
- SUBSURFACE DRAINAGE

The type of personal information we collect:

We currently collect and process the following information:

Personal information includes any information that lets JD Hoffman earthmoving cc identify you, such as your name/s and surname combined with your physical address, contact details and/or passport/identity number.

In terms of South African legislation, personal information also refers to the personal information that identifies legal entities, such as the trading name of a company combined with the company registration number.

In terms of South African legislation, special personal information refers to Information regarding race or ethnic origin, religious and philosophical beliefs, political persuasion, trade union membership, health or sex life, biometric information or any criminal behaviour which relates to alleged criminal offences or proceedings.

The group collects personal information about its clients, what information is collected depends on how you elect to interact with the group. These interactions include but are not limited to filling in contracts, email correspondence, telephone correspondence, online software communication or making use of any affiliated group apps and software. Information includes what clients tell the group about themselves, what the group learns by having a client or when a client makes use of a specific product or service.

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:

- Client information
- Supplier information
- Employee information

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

- Emails

We use the information that you have given us in order to:

- Have correct information on invoices
- Have correct information for payments

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 by hardcopy and on our digital devices.

We keep your information for five years. We will then dispose your information by deleting from our digital records and shredding hard copies.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to JD Hoffman earthmoving cc at diwie@mweb.co.za. We may charge you a fee for this service as set out in terms of Condition 8 of POPIA.
- You may also request JD Hoffman Earthmoving cc to correct or supplement any of your personal data which JD Hoffman Earthmoving cc will undertake as soon as practicable.
- Request the destruction of your personal data. Devilliers Hoffman (Information Officer) will consider your request in light of any other laws or regulations prohibiting JD Hoffman Earthmoving cc 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 diwie@mweb.co.za if you wish to make a request.

Contact details:

Name: JD Hoffman

Address: Plot 181, Vlakplaats, Tarlton, 1739

Phone Number: 082 896 7950

E-mail: diwie@mweb.co.za

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at diwie@mweb.co.za

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

Complaints email: complaints.IR@justice.gov.za

