

## BOSHOFF COMPUTER SOLUTIONS – PRIVACY NOTICE

### Introduction:

This notice is a summary of why we think it is important to have some rules to make sure we look after how we use your personal information.

### Who we are:

We've been around since 1991 and we are passionate about making IT work for Business. Our team of specialists are dedicated to their individual area of expertise which makes us a formidable and effective force to have available in your business.

We don't do fancy and we don't do complicated – what we do is Realtime, No-Nonsense, Professional Service backed by “tried-and-tested”, world-class products and software....you wouldn't want anything less for your business, would you?

### The type of personal information we collect:

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

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

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

- Company representatives contact details
- Contractual content

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

- Names and contact details of company representatives to third-party product and service providers

## **BUSINESS CENTRIC IT SOLUTIONS**

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

- Keep track of relevant contact people in your organisation to ensure we communicate with the correct person
- Keep relevant individuals informed

## We may share this information with:

- Third party service providers
- Debt collection agencies
- Credit bureau agencies

## When we will 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. You do however 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 in various licensed software suites that are secured with passwords and are actively backed up and access controlled.

We keep your information for 5 years.

We will then dispose your information by deletion or physical destruction of the records.

## Your data protection rights:

- You are entitled to access your personal data by sending a written request to: [customercare@bcsc.co.za](mailto:customercare@bcsc.co.za).
- We may charge you a fee for this service.
- You may also request us to correct or supplement any of your personal data which we will undertake as soon as practicable.
- You may 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 016 423 5803 or [customercare@bcsc.co.za](mailto:customercare@bcsc.co.za) if you wish to make a request.

## Our Contact details:

Name: Boshoff Computer Solutions

Address: 115 Genl. Hertzog Ave Three Rivers Vereeniging 1929

Phone Number: 016 423 5803

E-mail: [customercare@bcsc.co.za](mailto:customercare@bcsc.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: [customercare@bcsc.co.za](mailto:customercare@bcsc.co.za)

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

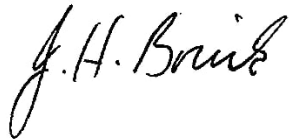
**Their contact details are as follows:**

**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](mailto:complaints.IR@justice.gov.za)

Warm regards



**Johan Brink**

DIRECTOR