

POPIA PRIVACY STATEMENT

1. Disclaimer

- 1.1 We respect your right to privacy and therefore aim to ensure that we comply with the Protection of Personal Information Act No.4 of 2013 ("POPIA") which regulates the manner we collect, process, store, share and destroy any personal information which you have provided to us.
- 1.2 In compliance with POPIA, in processing personal information we are obliged to provide you with access to our best practice standards/guidelines/project assessment scheme, national register of contractors, register of projects, recruitment, procurement processes and/or other related services. This processing shall be conducted fairly, lawfully, and non-excessively. The type of personal information to be collected shall depend on the purpose for which it is collected and processed.

2. Processing information

- 2.1 We undertake to not process personal information for secondary purposes unless such processing is:
 - 2.1.1. compatible with the initial purpose for collection;
 - 2.1.2. derived from a public record or has deliberately been made public by you as the data subject;
 - 2.1.3. to comply with the obligations imposed by law to enforce legislation concerning the collection of revenue (as defined by legislation);
 - 2.1.4. required by law or complies with an obligation imposed on us through legislation;
 - 2.1.5. necessary for proper execution of services expected by you; and/or
 - 2.1.6. protect your legitimate interests.

3. Voluntary Sharing of Personal Information Industry Stakeholders

- 3.1 In furtherance of the cidb's mandate to promote and develop the construction industry, the cidb may, with your consent or where otherwise permitted by applicable law, use the contact information provided during registration to communicate information relating to contractor development initiatives. Such initiatives may include training programmes, industry roadshows, stakeholder engagements, funding opportunities, capacity-building initiatives and other similar opportunities offered by the cidb or facilitated in collaboration with public sector entities and approved industry stakeholders.

3.2 Participation in these communications is voluntary. Contractors may elect to receive such communications and may update or withdraw their communication preferences at any time without affecting their registration status or access to cidb services.

3.3 **Where you have expressly opted in to participate in stakeholder initiatives or opportunities, the cidb will only share your contact details to facilitate such participation with approved public sector entities or industry stakeholders. Contractors may withdraw or amend their consent at any time, in which case their information will no longer be included in future disclosures made for these purposes.**

4. Security Measures

4.1 In terms of the retention and restriction of records, we shall not retain records of personal information any longer than necessary and shall:

- 4.1.1. regard personal information in our possession as strictly confidential;
- 4.1.2. ensure that we procure up to date technology to ensure the confidentiality, integrity, and availability of the personal information under our care;
- 4.1.3. take reasonable measures to ensure that our staff is subject to confidentiality undertakings with regard to processing personal information;
- 4.1.4. the technical and organisation of personal information is stored securely and protected against unauthorised or unlawful processing, disclosure, access, accidental loss, destruction or damage or alteration;
- 4.1.5. provide reasonable evidence of compliance with our obligations in accordance with the POPIA, only upon your reasonable request; and
- 4.1.6. not retain personal information for longer than is required, unless we are required to do so by law, or your consent for retaining such information for a longer period.

4.2. The cidb will maintain an auditable record of contractors' communication preferences and any subsequent amendments or withdrawals of consent.

5. Your rights

5.1 You have the right to at any time:

- 5.1.1. request the rectification of any inaccuracies of your personal information submitted to us or collected by us;
- 5.1.2. object and/or withdraw on reasonable grounds to the processing of its personal information (subject to legislation);
- 5.1.3. request the return, destruction or deletion of your personal information (subject to legislation);
- 5.1.4. object to having your personal information processed for purposes of direct marketing by means of unsolicited electronic communications (subject to legislation) of which the consequences of such objection shall be explained to you; and

5.1.5. lodge a complaint to the Information Regulator on the grounds of an alleged interference with the protection of the personal information.

We shall take reasonable precautions in protecting your personal information, we shall however, not be liable for any loss or damage, whatsoever arising or suffered as a result of the disclosure of personal information if such disclosure is outside of our reasonable control.

