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## **PROTECTION OF PERSONAL INFORMATION POLICY**

### **POLICY OBJECTIVE**

The objective of this Policy is to ensure that Wetback Contracts (Pty) Ltd, as a collator and custodian of sensitive personal information, maintains a legal and moral responsibility towards its Stakeholders in order to:

- Obtain and process personal information fairly;
- Keep it only for a specified and explicit lawful purpose;
- Process it only in ways compatible with the purposes for which it was initially obtained;
- Keep personal data safe, confidential and secure;
- Keep data accurate, complete and up-to-date;
- Retain it for a period no longer than necessary for the specified purpose; and
- Provide a copy of the Stakeholder's personal information to that Stakeholder, on request.

### **POLICY STATEMENT**

Wetback Contracts (Pty) Ltd's mission is to strive to maintain the highest level of care and diligence to ensure compliance with the Protection of Personal Information Act 4 of 2013. Wetback Contracts (Pty) Ltd, by acting as a custodian and collator of personal information, apply all applicable laws and legislation in a consistent manner to achieve a higher-level requirement that personal information be processed lawfully and in a reasonable manner that does not infringe on the privacy of the data subject. Wetback Contracts (Pty) Ltd has appointed an Information Officer and a Deputy Information Officer, who are Employees within the organisation, to encourage and ensure compliance, accountability and responsibility in terms of relevant legislation.

In order to ensure that Wetback Contracts (Pty) Ltd complies with the objectives set out above, the company undertakes a spirit of continuous learning and is developing and implementing the Procedures as deemed necessary to comply with the PoPI Act. The Information Officer and Deputy Information Officer will continuously strive to stay updated on all legislative updates and will educate all new and current employees accordingly. Furthermore, the Information Officer and Deputy Information Officer will monitor and audit the safety and integrity of data stored and processed, with a view to continual improvement of information processes and legal compliance behaviour.

**Wetback Contracts (PTY) Ltd**

  
**Gianni D. Anić**  
Managing Director