

## **CRAIGHALL MEAT CENTRE POPI ACT POLICY 2024**

Craighall Meat Centre (PTY) LTD	Address: 396 Jan Smuts Avenue, Craig Hall Park		Tel: 011 787 7726
Policy Letter: POPI ACT		Act: PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO4 OF 2013)	Policy: POPI ACT POLICY
Initial Date: 31.01.2024		Revised:	

### **INTRODUCTION**

In accordance with the ***PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO4 OF 2013)***. We as CRAIGHALL MEAT CENTRE would like to implement the following policy.

### **POLICY**

The policy and objective are to give effect to the provisions of POPIA to safeguard personal information.

The Protection of Personal Information Act, (Act 4 of 2013) (POPIA) gives effect to the constitutional right to privacy, regulates the way personal information may be processed, and provides rights and remedies to protect personal information.

POPIA applies to processing of personal information in any form by a responsible party who is domiciled in South Africa or if not domiciled in South Africa, makes use of automated or non-automated means, unless the processing relates only to the forwarding of personal information.

The main rationale of POPIA is to promote the protection of personal information and to bring South Africa's privacy laws in line with international standards. It limits the rights of businesses and public bodies to collect, process, store, and share personal information and to only do so in line with the law.

### **Preamble to POPI Act policy**

- WHEREAS Section 14 of the Constitution of the Republic of South Africa (Act 108 of 1996) grants everyone the right to privacy, and the privacy right includes a right to protection against the unlawful collection, retention, and use of personal information.
- AND WHEREAS Section 20 of the Natural Scientific Professions Act (Act 27 of 2003) prescribes the requirements for the registration for a person to be registered in the natural science profession.

- AND WHEREAS the Protection of Personal Information Act (Act 4 of 2013) regulates the way personal information is processed by requiring responsible parties to safeguard personal information and process it responsibly.
- NOW THEREFORE, the South African Council for Natural Scientific Professions determines a policy on the protection of personal information which is collected and processed for purposes of registration in the natural science profession.

## **Lawful processing of information**

*POPIA sets out the following conditions for the lawful processing of information:*

- Duty by a public body.
- Legal obligation to perform the processing of personal information.
- Processing limitation – information may only be processed if it is adequate relevant and not excessive given the purpose for which it is collected.
- Purpose specification – personal information must be collected for a specific, explicitly defined, and lawful purpose related to the activity of the responsible party.
- Further processing limitation – where information is received from a third party and passed on to the responsible party for further processing, the further processing must be compatible with the purpose for which it was initially processed.
- Information quality – information must be complete, accurate, not misleading and updated where necessary.
- Openness – the data subject must be informed when collecting information and the specific nature thereof.
- Security safeguards - the responsible party must ensure the integrity of the personal information by taking measures to prevent the loss, damage, or unauthorised destruction of the information.
- Data subject specification – the data subject has the right to request a responsible person to confirm, free of charge, whether they hold personal information about them.

## **OBJECTIVE**

The objectives of this policy are:

- Guarantee CRAIGHALL MEAT CENTRE is commitment to protecting personal information of registered persons and applicants.
- Ensure that personal information in CRAIGHALL MEAT CENTRE's possession is adequately protected to avoid unauthorised access and use.
- Undertake to protect personal information of all CRAIGHALL MEAT CENTRE's Customers, Suppliers, and employees. The personal information will be used appropriately, transparently, and securely in accordance with applicable laws.

This policy applies to all activities undertaken by (or on behalf of) CRAIGHALL MEAT CENTRE including its staff and clients.

# Craighall Meat Centre

## PROCEDURE

### CRAIGHALL MEAT CENTRE:

- Will ensure the personal information is treated as confidential and not disclosed unless required by law.
- High level Information Technology controls are in place to maintain the protection of personal information.
- Access rights in place.
- Computer passwords in place.
- Assessment of data quality controls in place to ensure the accuracy and completeness of personal information.
- Employees of CRAIGHALL MEAT CENTRE sign confidentially agreements which is part of the employment contract.
- Hardcopy files are archived at a secured place.

All employees are accountable through the management structure for conforming to the requirements of this policy and of statutory requirements.

Amendment of the policy will take place on an ad hoc basis when needed.

### INFORMATION OFFICER:

The details of the information officer:

- Position: MD
- Tel: 011 787 7726
- Email: craighallmeat@gmail.com
- Address: 396 Jan Smuts Avenue, Craighall Park, Johannesburg

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**Gil Rodrigues**  
**Managing Director**

DATE: 31.01.2024