
PROTECTION OF PERSONAL INFORMATION ACT

The Protection of Personal Information Act 4 of 2013 (POPIA) came into effect **1 July 2021**. Your privacy is important to us, and it is our aim to ensure that measures are in place to secure the use of your personal information.

POPIA aims to promote the protection of your personal information as processed by public and private bodies and seeks to introduce minimum requirements for the processing of personal information.

For public and private bodies to be compliant with POPIA they are required amongst many other compliance obligations to appoint and register their Information Officers (IO) with the Information Regulator and apply for prior authorisation before processing personal information.

Policies, Guidance notes and notices can be found on the Information Regulator's website: <https://justice.gov.za>

Each public or private body must:

- Encourage compliance with conditions for the lawful processing of personal information,
- Deal with requests made to the body pursuant to POPIA,
- Work with the Regulator in relation to investigations conducted related to prior authorisations (pursuant to Chapter 6 in relation to the body),
- Ensure compliance with the provisions of POPIA,
- Develop, implement and monitor a compliance framework,
- Ensure that a personal information impact assessment is done to ensure that adequate measures and standards exist,
- Develop, monitor, maintain and make available a PAIA manual,
- Develop internal measures and adequate systems to process requests for access to information,
- Ensure that internal awareness sessions are conducted, and as may be prescribed,
- Upon request by any person and upon the payment of a fee to be determined by the Regulator from time to time, provide copies of the manual to that person.

Incanox (Pty) Ltd has an obligation to exercise due care in the management of personal information and to ensure personal information is kept secure and confidential.

We endeavour to take appropriate, reasonable technical and organisational measures to prevent damage to or unauthorised destruction of personal information and unlawful access to processing of personal information. Our measures will include but will not be limited to implementing appropriate access controls to protect our systems.

Incanox (Pty) Ltd appointed Ms. Lindiwe Magana as the company's **Information Officer**. Kindly find her information below:

Ms. Lindiwe Magana

Marketing & Communications Manager

Information Officer

E: Lindiwe.magana@swagelok.com

T: 08600 SWAGE (79243)

+27 (0)11 609 7925/6/7

+27 (0) 83 559 2860 mobile

Please ensure that your personal information is updated as required and should we intend using your information for any purpose other than for which it was collected, we will seek your consent.

