



**PetroSA**

## **Privacy Statement Notice**

### **Introduction**

This privacy notice aims to inform the stakeholders how PetroSA collects, uses, retains and discloses personal information. We refer to information about you or information that could identify you as “personal information”.

PetroSA is committed to protecting your privacy and the confidentiality of your personal information to ensure that your personal information is collected and used properly, lawfully and transparently.

Our notice complies with the Protection of Personal Information Act 4 of 2013.

### **Personal Information collected**

Personal information and special personal information that can be collected includes but is not limited to the following:

- Name and surname
- Race
- Gender/ Sex
- Medical
- Marital status
- Employment for example work history and remuneration
- Age and/or Identity Number or Passport Number or Driver’s License Number
- Disability
- Telephone number
- Physical and postal address
- Email address
- Banking details
- Company name, registration number and VAT number

## How is Personal Information collected?

PetroSA collects personal information in the following ways:

- On recruitment
- Customer Credit Application Form
- On registration on Central Supplier database
- When visiting any of our sites
- Upon entering into commercial dealings with you

## Consent to collect Personal Information:

Where applicable, we will obtain your consent to collect and use personal information in accordance with applicable laws.

## Bases on which we collect/process Personal Information:

- **Contract:** the processing is necessary for a contract PetroSA has with the individual, or because the individual have asked PetroSA to take specific steps before entering into a contract.
- **Legal obligation:** the processing is necessary for PetroSA to comply with the law (not including contractual obligations).
- **Vital interests:** the processing is necessary to protect someone's life.
- **Public task:** the processing is necessary for PetroSA to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.
- **Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

## How we use your Personal Information

- For customer engagement;
- To confirm and verify your identity or to verify that you are an authorised user of our systems and facilities for security purposes;
- For the detection and prevention of fraud, crime, money laundering or other malpractice;
- For recruitment, employee and human capital management purposes;
- For audit and record keeping purposes;

- To respond to any communications, queries or requests for information or services from the public;
- For procurement services; and
- To comply with our legal or regulatory obligations.

### **Storage of Personal Information**

PetroSA will safely store your personal information and only retain the personal information for as long as it is necessary to fulfil the purpose of its collection.

PetroSA has approved Code of Ethics and IS User Code of conduct documents in order to protect confidential information.

### **Contact details**

As stipulated on the Protection of personal information Act 4 of 2013, sections 23 & 24, all data subjects can submit a request to PetroSA in relation to their Personal Information to request, correct or destroy it, all requests must be directed to PetroSA to this email address [compliance@petrosa.co.za](mailto:compliance@petrosa.co.za)

### **Privacy Complaints**

If you feel we are not dealing with your personal information fairly and lawfully, you may complain to the **Information Regulator** at JD House 27 Stiemens Street Braamfontein Johannesburg 2001 Tel: +27(0) 10 023 5200 Email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za) Please first give us a chance to resolve any complaint by contacting us at the details above. Your complaint should include a brief description of what happened, when it happened and what personal information was affected.



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**Linda Nene**

**PetroSA Information Officer**

29 June 2021