



REGONA PRODUCTS (PTY) LTD
REG. NO. 1975/003011/07
VAT NO. 4540109008

37 Wepener Street P.O.Box 38484
Cnr Short Street BOOYSENS
Booyens 2016
Johannesburg

☎ : +27 (11) 493 8445
☎ : +27 (11) 493 2342
e-mail: sales@regona.com

Regona Products (Pty) Ltd Privacy Notice

Introduction

Your privacy is critically important to us we are committed to handling your personal information with the utmost respect and care. By closely following the guidelines and standards of the POPI Act we not only comply with the law but also ensure that your data is secure and safe.

If you have questions about deleting or correcting your personal data please contact our administrative office.

It is Regona Products policy to respect your privacy regarding any information we may collect while operating our websites.

Who we are:

Regona Products (Pty) Ltd manufactures and supplies quality engineered enclosures, metal components and customised products to the automotive, mining, consumer goods, electrical and electronic industries

The type of personal information we collect:

We currently collect and process the following information, including but not limited to:

- Client names
- Client ID numbers
- Addresses
- Contact Numbers
- Email details
- VAT numbers
- Company registration numbers
- Bank Details

How we get the personal information and what we use it for:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Contractual obligations



REGONA PRODUCTS (PTY) LTD

REG. NO. 1975/003011/07

VAT NO. 4540109008

37 Wepener Street
Cnr Short Street
Booyens
Johannesburg

P.O.Box 38484
BOOYSENS
2016

☎: +27 (11) 493 8445
☎: +27 (11) 493 2342
e-mail: sales@regona.com

- Payment collection purposes

We also receive personal information indirectly, from the following sources in the following scenarios:

- Third parties in terms of invoices/statements.
- Trade References

We use the information that you have given us in order to:

- Conduct legitimate business operations.

We may share this information with:

- Banking Institutions
- SARS- verification purposes
- Auditors

When will we process your personal information:

In terms of the Protection of Personal Information Act (POPIA), the justification ground which we base our processing on consist out of the following:

- The data subject or a competent person where the data subject is a child **consents** to the processing. Kindly note that you have the right to withdraw your consent;
 - The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
 - The processing complies with an **obligation** imposed by law on the business;
 - The processing protects a **legitimate** interest of the data subject;
 - The processing is necessary for the proper performance of a **public law** duty by the business;
- Or
- The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

How we store your personal information:

The customer data is stored in the Sage Pastel database which is password protected. The Sage Pastel database resides on the Workgroup server with password protection and not on a workstation computer.



REGONA PRODUCTS (PTY) LTD

REG. NO. 1975/003011/07

VAT NO. 4540109008

37 Wepener Street
Cnr Short Street
Booyens
Johannesburg

P.O.Box 38484
BOOYSENS
2016

☎: +27 (11) 493 8445
☎: +27 (11) 493 2342
e-mail: sales@regona.com

For backup purposes the data is encrypted and backed up to external hard drives. The data on the backup drive can only be accessed if the correct decryption key is tendered.

The external backup drives are stored off site and is only on site when a backup is made. The decryption key is stored off site at a different location to the backup hard drives.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to sales@regona.com. We may charge you a fee for this service.
- You may also request Regona Products (Pty) Ltd to correct or supplement any of your personal data which Regona Products (Pty) will undertake as soon as practicable.
- Request the destruction of your personal data. Regona Products (Pty) Ltd will consider your request in light of any other laws or regulations prohibiting Regona Products (Pty) Ltd from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at sales@regona.com if you wish to make a request.

Contact details:

Name: Heinz Illletschko

Address: 37 Wepener Street C/O Short Street, Booyens, Johannesburg.

Phone #: 011 493 8445

E-mail: sales@regona.com

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at sales@regona.com.

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.



REGONA PRODUCTS (PTY) LTD

REG. NO. 1975/003011/07

VAT NO. 4540109008

37 Wepener Street
Cnr Short Street
Booysens
Johannesburg

P.O.Box 38484
BOOYSENS
2016

☎: +27 (11) 493 8445
☎: +27 (11) 493 2342
e-mail: sales@regona.com

Their contact details are as follows:

The Information Regulator (South Africa)

33 Hoofd Street

Forum III, 3rd Floor Braampark

P.O Box 31533

Braamfontein, Johannesburg, 2017

POPIA Complaints email: POPIAcomplaints.IR@justice.gov.za

PAIA Complaints email: PAIAcomplaints.IR@justice.gov.za