

Respiratory Care Africa

Reg No: 1998/17606 | VAT No: 4940179676 | www.rca.co.za

SECURITY PROCESSING NOTICE

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IMPORTANT NOTES

NO FIREARMS ARE PERMITTED ON THE COMPANY PREMISES.

NO ONE IS ALLOWED TO CONSUME ALCOHOL OR DRUGS ON THE COMPANY PREMISES.

NO ONE IS ALLOWED ONTO THE COMPANY PREMISES IF UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.

WE RESERVE THE RIGHT TO SEARCH YOU, AND/OR TEST YOU FOR DRUGS OR ALCOHOL BEFORE YOU ARE PERMITTED ACCESS TO THE COMPANY PREMISES.

ALL THE COMPANY PREMISES ARE UNDER CONSTANT CCTV SURVEILLANCE.

PLEASE TAKE NOTE OF OUR STANDARD ACCESS TO THE COMPANY PREMISES DISCLAIMER.

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1. PURPOSE OF THIS NOTICE AND TERMS USED

1.1 To comply with POPIA, a person processing another's Personal Information must:

1.2.1 provide the owner of the Personal Information with several details pertaining to the processing of his/her/its Personal Information, before such information is processed; and

1.2.2 get permission or consent from the owner of such Personal Information, to process his/her/its Personal Information, unless such processing:

- is necessary to carry out actions for the conclusion or performance of a contract to which the owner of the Personal Information is a party;
- is required in order to comply with an obligation imposed by law;
- is for a legitimate purpose or is necessary to protect the legitimate interest(s) and/or for pursuing the legitimate interests of i) the owner of the Personal Information; ii) the person processing the Personal Information; or iii) that of a third-party to whom the Personal Information is supplied; or
- is necessary for the proper performance of a public law duty by a public body or on behalf of a public body.

1.2 Where any person uses our Websites, electronic applications, e-mail or electronic services, or social media sites and/or services, and messaging services such as what's app, we will have to process such person's Personal Information.

1.3 In accordance with POPIA, and because your privacy is important to us, please take note of this Privacy Notice, as it describes how we process your Personal Information, including the receipt, collection, use, disclosure, sharing, retention and importantly the protection of your Personal Information.

2. APPLICATION

This Processing Notice applies to you and all persons who come onto our premises and sites, including reception and waiting rooms, offices, operational areas and facilities, manufacturing areas and parking areas (Company premises).

3. WHAT INFORMATION WE NEED

3.1 To gain access to the premises, the Company must process the following Personal Information, which pertains to you:

- Your or your employer or organization's contact information, such as name, alias, address, identity number, passport number, security number, phone number, cell phone number, vehicle make and registration number, social media user ID, email address, and similar contact data, serial numbers of equipment, details regarding the possession of dangerous weapons, your status with an organization, your images and certain biometrics such as finger prints and similar data, which are required for various legitimate interests, and/or lawful reasons.
- Specific identifiers, which are required in order to protect legitimate interests, comply with legal obligations or public legal duties, or in order to accommodate you in our workplaces, such as any disabilities, certain biometric information which may be required for access control such as fingerprints and personal details which we may record in relation to alcohol or drug testing, and health records or related details.

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• Children's Information, all Personal Information collected and processed from any person under the age of eighteen (18) for the purposes of accessing the COMPANY premises will only be processed with the prior permission of the child's parent or legal guardian, who will be always required to accompany such child around the COMPANY premises which he or she is given access to.

4. PURPOSE FOR PROCESSING YOUR PERSONAL INFORMATION

4.1 Your personal information will be processed by us for the following purposes:

- to facilitate access into and out of the Company premises;
- to ascertain who is entering and leaving the company premises;
- to monitor movements on or in the Company premises;
- to ensure a safe working and operating environment;
- to comply with laws, including Security, Health and Safety related laws and legal obligations;
- to manage security services;
- for the purposes of registering all persons who enter and leave the Company premises;
- for the purposes of managing and investigating security incidents; including accidents within the Company premises or attention to emergency evacuations; and
- other security measures in general.

5. SHARING AND RETAINING YOUR PERSONAL INFORMATION

5.1 Your Personal Information may under certain circumstances have to be shared with internal parties and/or third parties for the purposes detailed above.

5.2 Your Personal Information will be disposed of within 12 (twelve) months of you leaving our premises, save where it may be required for a longer period. In this regard we retain personal information in accordance with our Company records retention schedule, which varies depending on the type of processing, the purpose for such processing, the business function, record classes, and record types. We calculate retention periods based upon and reserve the right to retain personal information for the periods that the personal information is needed to: (a) fulfil the purposes described in this Privacy Statement, (b) meet the timelines determined or recommended by regulators, professional bodies, or associations, (c) comply with applicable laws, legal holds, and other legal obligations (including contractual obligations), and (d) comply with your requests.

6. ACCEPTANCE

6.1 By providing us with the Personal Information which we require from you as listed under this Processing Notice:

- You acknowledge that you understand why your Personal Information needs to be processed;
- You accept the terms which will apply to such processing, including the terms applicable to the transfer of such Personal Information cross border;
- Where consent is required for any processing as reflected in this Processing notice, you agree that we may process this particular Personal Information.

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6.2 Furthermore you confirm that where you provide us with another person's Personal Information for processing that you have obtained the required permission from such person(s) to provide us with their Personal Information for processing.

END