

## Privacy Notice: Qmuzik Technologies (Pty) Ltd

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## 1. Introduction

### Definition

A Privacy Notice is a **statement** made to a data subject that describes how the organization collects, uses, retains and discloses personal information. It has focus on clients and suppliers.

### Organisation Name and Details

Qmuzik Technologies (Pty) Ltd.

A software development and services organisation providing software solutions to the market. Qmuzik Technologies (Pty) Ltd provides professional support services and maintenance of the installed software. "QMUZIK"

At QMUZIK, we are committed to protecting your privacy and ensuring that your personal information is collected and used appropriately, lawfully and transparently.

The registration number of this organisation is 1995/008101/07

Director: DK McKay (Au)

CEO: JHC Small

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Centurion  
0046

Street Address:

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Building A  
C/O Von Willlich Ave & Leonie street  
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0157

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### In Order to request Changes

Dineo Molapo

[dineo.molapo@qmuzik.com](mailto:dineo.molapo@qmuzik.com)

## 2. The types of personal data we process

### NOTE: “Processing” Definition:

The Protection of Personal Information Act defines “processing” as meaning any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including: (a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use; (b) dissemination by means of transmission, distribution or making available in any other form; or (c) merging, linking, as well as restriction, degradation, erasure or destruction of information.

### 2.1 The types of personal information we process (of business partners customer/supplier)

- Personal identifiers – Full names, ID number, e-mail address, phone number
- Physical address
- Postal address
- Tax number
- Registration number
- VAT number
- Bank details

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

We need you to provide information to us for one of the following reasons:

- Customers – needed for contractual documentation and Invoicing
- Suppliers – needed for contractual documentation, payments and receiving of invoices

It is collected by the commercial and finance department in order to contractually engage with you as customer or supplier.

### 2.3 We may share this information with:

- Companies directly involved with Employees, Clients and Suppliers to complete a task such as invoicing and otherwise with permission from the parties involved.

### 2.4 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.

### 2.5 How we store your personal information:

Your information is securely stored in a database for business trade purposes.

Security on this database:

- Access control on the functions in the system to view stored information
- No database access allowed other than for purposes for maintenance of the software solution
- Behind firewall to protect against intruders
- Software to protect unauthorised access and to protect from malicious intent protects this solution from the database and user side.

### 3. Your data protection rights:

- You are entitled to access your personal data by sending a written request to Dineo Molapo (detail above). Fees may apply for this service. Please enquire when such request is made.
- You may also request us to correct or supplement any of your personal data which we will undertake as soon as practicable.
- Request the destruction of your personal data. We will consider your request in light of any other laws or regulations prohibiting us from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we will respond to you within 30 days upon written receipt of such a request and after payment was recognised, if applicable, whichever is the latest.

### 4. Objections/Complaints

Should you have concerns regarding use/processing of your personal data you can lay a complaint with Dineo Molapo at the street address:

Trentbridge Office park  
Building A  
C/O Von Willich Ave & Leonie street  
Lyttelton  
Centurion  
0157

You can also do the at the information regulator :

#### **The Information Regulator (South Africa)**

33 Hoofd Street  
Forum III, 3rd Floor Braampark  
P.O Box 31533  
Braamfontein,  
Johannesburg,  
2017

Complaints email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)