



## **Inkulu Construction**

## **Privacy Notice**

### **Introduction:**

This privacy notice has been adopted as part of the Personal Information Protection Compliance Framework of Inkulu Construction, in terms of the Protection of Personal Information Act 4 of 2013. During your interactions with us, it may happen that we need to process some information about you which may constitute personal information for purposes of POPIA, which may include accessing it, storing it, merging it with other information, deleting or destroying it, and possibly sharing it with third parties. Inkulu Construction will treat all information as strictly confidential and take appropriate measures to ensure that your personal information is kept secure and is protected against unauthorized or unlawful usage.

### **Who we are:**

Inkulu Construction is a specialist building and interiors contractor. We offer a range of specialist civil construction and turnkey solutions. We believe in the power of value-adding partnerships and strive for operational excellence in every project we undertake. Our supplier partnerships extend to both procurement of materials and sub-contracting specific pieces of work. Our aim is to have a positive impact on the environments and communities in which we operate. We want to enrich these – leaving a positive impact and legacy.

### **The type of personal information we collect:**

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

- Employee Information – Id Documentation, Mobile numbers, Tax number, Nationality, Drivers Licences, Marital Status, Address, Ethnicity, Bank Details, Medical Aid, Training, emergency contact details, Occupational Level, Educational Level, Gender, Police Clearance
- Supplier Information - Names, Registration Numbers, Vat Number, Contact Details, Address and PO BOX, Website, Bank Details, Product Info and Prices
- Client Information- Names, Registration Numbers, Vat Number, Contact Details, Address and PO BOX, Website, Site Photos and Plans
- Contractors Information – ID documentation, Mobile Number, Banking Details, Address

### **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:

- Employees – Complying with Labour Legislation, Payroll Processing, Complying with Employment Equity Law, Staff Training, Medicals and Health and Safety, Access to sites
- Suppliers – Records of Credit Agreements, processing of Orders, Remittances, Payments, Complying with VAT act, Basic Accounting records and communication
- Clients - Records of Service Agreements, Construction Photos and Plans for construction records and referrals, Basic Information for processing of Orders, Invoicing and statements, Payments, Complying with VAT act, Basic Accounting records and communication, Attendance registers and minutes of meetings
- Contractors – OHASA Requirements, Granting Access to sites, Payments, Basic Accounting records and communication, Attendance registers and minutes of meetings

**[If applicable]** We also receive personal information indirectly, from the following sources in the following scenarios:

- Clients – Credit Applications – Trade references
- Third parties in terms of invoices/statements

### **We may share this information with:**

- Steins Registered Auditors
- Accounting Avenue
- Legal and Service Providers
- FNB, Nedbank, City Property, Ukhuni
- Compensation Commissioner
- SARS and UIF
- Spec Safety – Health and Safety
- Medical Surveillance
- Training Companies
- Momentum Provident Fund
- Payroll & Tax Consultants
- Banking Institutions
- Suppliers

### **When will we process your personal information:**

In terms of Section 11 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:**

Your information is securely stored on our system and at our premises at 145 Venter Street, Capital Park, Pretoria, 0084. We keep your information according to our data retention policy. We will then dispose your information according to our data destruction policy

### **Your data protection rights:**

- You are entitled to access your personal data by sending a written request to **helpdesk@inkulucc.co.za**. We may charge you a fee for this service.
- 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 have one month to respond to you.

Please contact us at **helpdesk@Inkulucc.co.za** if you wish to make a request.

### **Contact details: (add Company details)**

Name: Rayden Sutherland  
 Address: 145 Venter Street, Capital Park, Pretoria, 0084  
 Phone Number: 012 321 9905  
 E-mail: helpdesk@inkulucc.co.za

### **How to complain:**

If you have any concerns about our use of your personal information, you can make a complaint to us at [Helpdesk@inkulucc.co.za](mailto:Helpdesk@inkulucc.co.za). Should you believe that Inkulu Construction has utilised your personal information contrary to Applicable Laws, you undertake to first attempt to resolve any concerns with Inkulu Construction. If you are not satisfied with such process, you have the right to lodge a complaint with the Information Regulator, using the contact details listed below.

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

JD House, 27 Stiemens Street,



Braamfontein, Johannesburg, 2001  
P.O Box 31533  
Braamfontein, Johannesburg, 2017

**POPIA Complaints email:** [POPIAcomplaints.IR@justice.gov.za](mailto:POPIAcomplaints.IR@justice.gov.za)

**PAIA Complaints email:** [PAIAcomplaints.IR@justice.gov.za](mailto:PAIAcomplaints.IR@justice.gov.za)

