



NOTIFICATION TO AND CONSENT BY VENDORS / SUPPLIERS

Dear Vendor / Supplier

Processing of Personal Information of vendors by The CCC Group is done in accordance with the Protection of Personal Information (POPI) Act.

- The CCC Group will process your personal information, as defined under POPI Act and that of your key business contacts, accounts and the persons undertaking the specific work, solely for the implementation of the specific work or job being undertaken and the evaluation and payment thereof. In turn, you will have access to personal information of our key contacts involved in the business relationship with you, as well as staff involved in any implementation of any work.
- Your staff and/or contractors may, from time to time, in executing work at any of the CCC Group premises, come into contact with personal information of not only our staff, contractors, but also of visitors.

We require of you to ensure that, whenever staff(s) member and/or contractor(s) come into contact with personal information, irrespective of whether such contact is intentional, inadvertent or otherwise, that the staff and/or contractors know such information is to be kept in the strictest of confidence, and that breaches or disclosures, whether intentional or negligently done, constitute breaches of the POPI Act, and that you, as the business entity, and they personally could be held liable for such breaches.

We require that your staff and/or contractors sign non-disclosure undertakings and attend training and regular awareness sessions on the importance of confidentiality under the POPI Act.

The CCC Group will, in turn, ensure that it handles all personal information, in strict compliance with the POPI Act, and only use it for the purpose for which it was supplied to us, i.e., to coordinate work of jobs required and to do the necessary follow-ups or controls required, and to manage the financial matters in relation to our relationship.

10 Zinc Road, New Era, Springs, Gauteng, South Africa **Tel.** +27 11 915 0259 **Tel.** +27 11 915 0251 **Fax.** 086 243 5810

Email. juan@cranescomplete.co.za **Email.** greg@cranescomplete.co.za **Web.** www.cranescomplete.co.za

Reg. No. 2012/010305/07 Vat No. 4170269049



INFORMED CONSENT AND UNDERTAKING

Based on the aforementioned, I, the undersigned, as a duly authorised representative of the business, hereby –

- Acknowledge that I shall be entitled to at any time request that the personal information held by The CCC Group on my behalf or in respect of the business, be deleted and destroyed in accordance with section 23 and 24 of POPIA.
- Declare that I read this consent form and acknowledge that the CCC Group is committed to protecting and promoting the privacy of my Personal Information in order to fulfill its obligations under POPIA.
- Confirm that all Personal Information supplied to The CCC Group for the purpose of being registered as a vendor is accurate and not misleading. I undertake to immediately advise The CCC Group of any changes to any Personal Information relating to the business.
- Give The CCC Group permission to process the business Personal Information, as provided above, and acknowledge that I understand the purposes for which it is required and for which it will be used.
- Declare that I will protect and promote the privacy of any and all Personal information to which I become accustomed during the course of my relationship with The CCC Group, in accordance with the provisions of POPIA.
- Undertake to report any breaches of address any concerns with us by emailing info@cranescomplete.co.za and marked for the attention of the Information Officer.
- Defend, indemnify and hold harmless The CCC Group from any action or claim of any nature whatsoever that might be brought by any person whatsoever against The CCC Group as a result of any personal loss, injury or damage arising directly or indirectly from any act or omission on my part or that of key business contacts, relating to or incidental to the failure to honor the above provisions, or otherwise, as the case may be.

Duly authorized signature: _____ Designation: _____

Vendor / Company Name: _____ Date: _____

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