

PRIVACY POLICY

of

O E BEARINGS (PTY) LTD

(registration number: 1993/004899/07)

1. INTRODUCTION

- 1.1. This privacy policy (“**Policy**”) has been developed in line with O E Bearings (Pty) Ltd.’s (“**the Company**”) obligations under the Protection of Personal Information Act, No. 4 of 2013 (“**POPI**”). The Company is committed to protecting your privacy and personal information and accordingly, shall take all reasonable steps, including technological, procedural and control measures to protect your personal information.
- 1.2. Any information that you provide, will be used and retained in accordance with this Policy. This Policy applies in respect of the Company and its collection, processing, storage, use, transfer and disclosure of your personal information.

2. INFORMATION THAT WE MAY COLLECT FROM YOU

- 2.1. We use the term “personal information” to mean information that relates to you. Personal information includes, for example, your name, contact information (including your cell phone number and e-mail address), identity number, age, gender, income, ethnic group and information relating to your education, criminal, employment and/or financial history.
- 2.2. Information that is not linked to a specific individual, such as statistical or aggregated information, is not personal information and is not covered by this Policy.
- 2.3. You can choose not to provide personal information that we may request of you, but, in general, most of the personal information that we request is required in order to provide our services to you.
- 2.4. Your personal information will be collected from you when you visit the Company’s website, LinkedIn page and Facebook page.
- 2.5. Below, is the information that may be collected and processed by us –
 - 2.5.1. your name;
 - 2.5.2. surname;
 - 2.5.3. e-mail address; and
 - 2.5.4. telephone number (landline and/or cellular phone).

3. WHERE WE STORE YOUR PERSONAL INFORMATION

- 3.1. All personal information that we collect and process, will be stored on the LinkedIn database as well as on the internal database created and managed by the Company.

- 3.2. We will secure the integrity and confidentiality of your personal information in our possession or under our control, by taking all appropriate, reasonable, technical and organisational measures to prevent –
- 3.2.1. the loss of, damage to or unauthorised destruction of your personal information; and
- 3.2.2. unlawful access to or processing of your personal information.

4. USES MADE OF INFORMATION

- 4.1. All personal information that is collected, processed and stored by the Company, will be used to send information on the Company and our products to you.
- 4.2. Below are the purposes for us collecting your personal information, which you hereby expressly consent to our collection and processing of your personal information.
- 4.2.1. The Company will use your personal information to send you further information about the Company, the products sold by the Company, to send you published articles relating to the Company and to invite you to Company functions held for clients (for example invitations to Company golf days).
- 4.3. Only personal information that is necessary for the purposes stated above, will be collected, stored, used and otherwise processed by the Company.
- 4.4. If you do not want us to use your information as set out above, please tick the relevant box on the form which we use to collect your information, or by contacting us at nica@oebearings.co.za.

5. DISCLOSURE OF YOUR INFORMATION

- 5.1. All non-personal information collected and assembled by the Company, is owned and retained by the Company. You are hereby informed of and expressly consent to our collection of your personal information.
- 5.2. The personal information that has been collected by the Company, may be disclosed or otherwise processed by us if permitted by applicable law, the necessary consent has been obtained from you and/or if the access, use, preservation, disclosure or other processing of such information is reasonably necessary -
- 5.2.1. for legal and regulatory compliance of applicable law, regulation, legal process or governmental request;

- 5.2.2. for the purpose of conducting research and improving our products and services;
 - 5.2.3. to enforce applicable terms of use and general terms and conditions (including but not limited to this Policy), including the investigation of a potential violation thereof;
 - 5.2.4. to detect, prevent, or otherwise address illegal or suspected illegal activities, security or technical issues;
 - 5.2.5. to protect against harm to the rights, property or safety of us, our customers or the public, as required or permitted by law, which includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction;
 - 5.2.6. in connection with any reorganization, restructuring, merger or sale, or other transferring of assets, provided that the receiving party agrees to handle your personal information in a manner that is consistent with this Policy; and
 - 5.2.7. for the compilation, use and sharing of information that does not pertain to any specific individual, you hereby expressly consent to the Company or any duly authorized agents and contractors processing your personal information for such purposes.
- 5.3. The Company may, for lawful purposes and in accordance with applicable laws, monitor your calls and e-mails and such information will be made available to third parties, if and to the extent required by law.

6. YOUR RIGHTS AND OBLIGATIONS

- 6.1. You have the right to review your personal information that you have provided to us and make any desired changes to it.
- 6.2. You have the right to request information on the origin of the personal information pertaining to you.
- 6.3. You have the right to request details in respect of the identity of third parties who have or have had access to your personal information and you have the right to request the identity of third persons who are in charge of your personal information as well as those third persons to whom your personal information may have been communicated, if applicable.
- 6.4. You have the right to lodge a complaint with the Information Regulator, in accordance with POPI.

- 6.5. You have an obligation to provide the Company with accurate personal information and to keep the Company informed of any changes to your personal information, as and when these occur.

7. SECURITY OF YOUR PERSONAL INFORMATION

- 7.1. The Company is committed to protecting the security of your personal information and will take all reasonable steps to secure the personal information that you submit to us, including your contact information.
- 7.2. We use a variety of security technologies and physical, electronic and managerial procedures to protect the personal information that we have collected, or that you have provided, from unauthorised access, use or disclosure.
- 7.3. This will minimise the risk of loss, misuse, alteration, disclosure or unauthorised access of your information that is under our control.

8. ACCESS TO INFORMATION

POPI gives you the right to access information held about you. Your right of access can be exercised in accordance with POPI. Any access request may be subject to a fee for meeting our costs in providing you with details of the information that we hold about you. In order to access any information held about you, you can contact the Company on nica@oebearings.co.za.