**PROTECTION OF PERSONAL INFORMATION ACT PRIVACY NOTICE OF**

**MAMMOTH GLOBAL (PTY) LTD**

**REGISTRATION NUMBER: 2019/365734/07**

**1. Introduction:**

Mammoth Global (Pty) Ltd specialises in Fuel, Lubes, Global, Site Maintenance and Management, with services that include consulting, design, costing structures, planning, construction, fuel management systems, fire suppression, steam tracing etc., in the Commercial, Industrial & Mining industry. Mammoth Global (Pty) Ltd is a level 2 BBBEE company. Development and product refinement and improvement is a continuous process in the business. Our product development drive has been shaped and guided by the requirements, needs and frustrations gleaned from our clients in the global Market. This has led us to develop a reasonably priced range of durable, cost effective products in the various sectors of the mining industry. Our products were designed for: improving safety; simplifying operation and lowering maintenance costs.

Mammoth Global (Pty) Ltd shall ensure that personal information is processed within the parameters of the law. This notice must be read in conjunction with the POPI Act and its Regulations, where applicable.

**2. Objective**

2.1 The objective of this notice is to give effect to the POPI Act and to provide clarity on the

following:

2.1.1 What personal information Mammoth Global collects about a data subject and the basis thereof;

2.1.2 How Mammoth Global uses and protects the personal information of a data subject;

2.1.3 How long Mammoth Global keeps the personal information of a data subject;

2.1.4 The rights of a data subject regarding their personal information; and

2.1.5 What the data subject should do if he/she does not want to provide Mammoth Global with his/her personal information.

**3. Interpretation And Definitions**

In this notice:

3.1 Clause headings are for convenience and reference only and shall not be used in the interpretation thereof;

3.2 Any gender includes the other genders and a natural person includes a juristic person and vice versa;

3.3 All the annexures (if any) hereto are incorporated herein and shall have the same force and effect as if they were set out in the body of this notice;

3.4 The following words and/or expressions shall, unless the context indicates otherwise, bear the meaning assigned to them below and in the POPI Act;

3.4.1 “Cookie/s” (also called web cookie, Internet cookie, browser cookie, or simply cookie) is a small piece of data sent from a website and stored on the user's computer by the user's web browser while the user is browsing to inter alia remember stateful information (such as items added in the shopping cart in an online store) or to record the user's browsing activity.

3.4.2 “Data subject” means the person to whom Personal information relates;

3.4.3 “Employee” means a permanent, fixed-term or temporary employee of Mammoth Global;

3.4.4 “Operator” means a third party that processes Personal information in terms of a mandate or contract with Mammoth Global, without coming under the direct authority of Mammoth Global;

3.4.5 “Information officer” means the person appointed by Mammoth Global, from time to time, who is responsible for the monitoring of compliance, by Mammoth Global, with the conditions for the lawful processing of Personal information; dealing with requests made to Mammoth Global in terms of the POPI Act; working with the Regulator in relation to investigations conducted in relation to prior authorisation by the Data subject and ensuring compliance by Mammoth Global with the provisions of the POPI Act;

3.4.6 “Person” means any person, company, close corporation, trust, partnership or other entity;

3.4.7 “Personal information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—

3.4.7.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;

3.4.7.2 information relating to the educational, medical, financial, criminal or employment history of the person;

3.4.7.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;

3.4.7.4 the biometric information of the person;

3.4.7.5 the personal opinions, views or preferences of the person;

3.4.7.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

3.4.7.7 the views or opinions of another individual about the person; and

3.4.7.8 the name of the person if it appears with other Personal information relating to the person or if the disclosure of the name itself would reveal information about the person;

3.4.8 “Privacy Notice or Notice” means this Notice as amended from time to time;

3.4.9 “Processing” means any operation or activity or any set of operations, whether or not by automatic means, concerning Personal information, including—

3.4.9.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

3.4.9.2 dissemination by means of transmission, distribution or making available in any other form; or

3.4.9.3 merging, linking, as well as restriction, degradation, erasure or destruction of information

**4. The type of personal information we collect:**

4.1 The Personal information Mammoth Global collects in the ordinary course of business

includes:

4.1.1 only information that is adequate, necessary, and relevant to enable it to effectively render a service or assist in any manner required, such as the Data subject’s name, identity number (where applicable), registration number, Data subject’s employees or its director’s Personal information, contact information etc;

4.1.2 electronic communications sent to Mammoth Global;

4.1.3 information submitted to Mammoth Global in response to a vacancy advertisement;

4.1.4 technical information, for instance through the use of cookies, such as – activity data, such as when the Data subject completes a form on the Mammoth Global website, subscribes to a newsletter, alerts or other services from Mammoth Global;

4.1.5 information from the Data subject’s visits to the Mammoth Global website, including the access times, pages viewed on the Mammoth Global website.

**5. How we get the personal information and what we use it for:**

5.1 Most of the personal information we process is provided to us directly by you for one of the following reasons:

* + 1. Job vacancies;
		2. Employment contracts and related confirmations, checks, registrations etc.;
		3. Quality management system registration;
		4. Drafting and executing legal agreements;
		5. To provide important notices and updates, such as changes to terms, standard operating procedures (SOPs), policies, security alerts and administrative messages;
		6. for internal purposes such as auditing and data analysis;
		7. For applications relating to payment terms;
		8. to ensure that Mammoth Global has up-to-date contact information for the Data subject, where applicable.
	1. We use the information that you have given us in order to:
		1. Operate Mammoth Global’s business;
		2. comply with applicable laws, regulations and guidance;
		3. comply with demands or requests made by regulators, governments, courts and law enforcement authorities;
		4. attend to services requested by the data subject.
	2. We may share this information with:
		1. Mammoth Global’s agents and suppliers, including those who provide it with technology services such as data analytics, hosting and technical support;
		2. Mammoth Global’s professional advisors, auditors and business partners;
		3. regulators, governments and law enforcement authorities;
		4. other third parties in connection with re-organising all or any part of Mammoth Global’s business.

**6. 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:

* + 1. 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;
		2. The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
		3. The processing complies with an **obligation** imposed by law on the business;
		4. The processing protects a **legitimate** interest of the data subject;
		5. The processing is necessary for the proper performance of a **public law** duty by the business;

Or

6.1.6 The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

**7. How we store your personal information:**

7.1 Mammoth Global will always keep the Personal information of a Data subject for the period required by law and where it needs to do so in connection with legal action or an investigation in which it is involved. Otherwise, Mammoth Global will keep Personal information of a Data subject:

7.1.1 for as long as needed to provide the Data subject with access to services he has requested;

7.1.2 where the Data subject has contacted Mammoth Global with a question or request, for as long as necessary to allow Mammoth Global to respond to the question or request and as required by law.

**8. Your data protection rights:**

* 1. You are entitled to access your personal data by sending a written request to Nicole Kevane at nicole@mamtech.co.za. We may charge you a fee for this service as set out in terms of Condition 8 of POPIA.
	2. You may also request Mammoth Global to correct or supplement any of your personal data which we will undertake as soon as practicable.
	3. Request the destruction of your personal data. Nicole Kevane, nicole@mamtech.co.za, will consider your request in light of any other laws or regulations prohibiting Mammoth Global 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 Nicole Kevane at nicole@mamtech.co.za if you wish to make a request.

**9. Important Notice to Data Subjects**

By visiting Mammoth Global’s website and communicating electronically with Mammoth Global, the Data subject consents to the processing, including transfer of his Personal information as set out in this Notice.

Mammoth Global is continually improving its methods of communication and adding new functionality and features to its website. Due to these ongoing changes, changes in the law and the changing nature of technology, Mammoth Global’s data protection practices will change from time to time. If and when its protection practices change, Mammoth Global will update this Notice to describe its new practices. The Data subject is encouraged to check it regularly.

**10. Contact details:**

Name: Nicole Kevane

Address: 6689 Kotzenberg Street, Rosslyn, Pretoria, Gauteng

Phone Number: 072 706 6080

E-mail: nicole@mamtech.co.za

**11. How to complain:**

If you have any concerns about our use of your personal information, you can make a complaint to us at Nicole Kevane on nicole@mamtech.co.za.

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

**Their contact details are as follows:**

**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](https://owa.justice.gov.za/owa/redir.aspx?C=Vk7vfuiglJIRD2HwpsUfa_fY0BgFmszRLMKYQyM258la4yFS_0fYCA..&URL=mailto%3acomplaints.IR%40justice.gov.za)