



B-BBEE Consulting Procurement Software

POPIA COMPLIANCE A & G SUPPLIER WORX (PTY) LTD t/a BEE REGISTRY

DOCUMENT NAME AND VERSION	Website Privacy Policy V1
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DATE	29 June 2021

WEBSITE PRIVACY POLICY

This Website Privacy Policy applies to Personal Information that A & G Supplier Worx (Pty) Ltd, T/A BEE REGISTRY (hereinafter referred to as BEE REGISTRY), collects through this website: www.beeregistry.co.za

1) DEFINITIONS:

- a) **Cookies:** a small text file (up to 4KB) created by a website that is stored in the user's computer either temporarily for that session only or permanently on the hard disk (persistent cookie). Cookies provide a way for the website to recognise you and keep track of your preferences;
- b) **Consent:** voluntary, specific and informed expression of will in terms of which permissions is given for the processing of public information.
- c) **Data:** information in electronic form;
- d) **Data Subject:** person to whom personal information relates;
- e) **IP Address:** a unique address that identifies a device on the Internet or a local network;

For any questions or requests regarding this Policy or if a Data subject would like to exercise his rights including contacting the Information officer, please use the following contact information of the Information officer on: (012)0041387 or Greg@beeregistry.co.za



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- f) **Personal Information:** information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including but not limited to:-
- i. 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;
 - ii. Information relating to the education or the medical, financial, criminal or employment history of the person;
 - iii. Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - iv. The biometric information of the person;
 - v. The personal opinions, views or preferences of the person;
 - vi. Correspondence sent by the person that is implicitly or explicitly of a private confidential nature or further correspondence that would reveal the contents of the original correspondence;
 - vii. The views or opinions of another individual about the person;

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- viii. 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.
- g) **POPIA**: Protection of Personal Information Act 4 of 2013;
- h) **Private Body**:
1. a natural person who carries on a trade or has carried on any trade, business or profession, but only in such capacity;
 2. a partnership which carries on or has carried on any trade, business or profession, but only in such capacity;
 3. any former or existing juristic person, but excludes a public body.
- i) **Traffic Data**: any data processed for the purpose of the conveyance of a communication on an electronic communications network in respect of that communication and includes data relating to the routing, duration or time of a communication;
- j) **User**: a person who uses a computer or other device to access this website;
- k) **Web Browser**: an application used to access and view this website. Well known web browsers include Internet Explorer, Google Chrome and Safari.

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2) PERSONAL INFORMATION:

The Bee Registry collects Personal Information via this site, which is processed in accordance with POPIA, and our POPIA Policies and Procedures.

There are places on the site where you can provide personal information, such as:

- Client login;

In doing so, you confirm that the personal information, provided is accurate, up-to-date, not misleading and is complete in all respects.

If you lodge a complaint, make a comment, or give feedback through the website, BEE Registry will process your email address and other contact details, if provided, in accordance with our [Data Processing Policy](#)

3) USE AND DISCLOSURE:

BEE Registry will only use personal information that you provide through this website for the purposes for which you provide it.

BEE Registry will not make your personal information available to any third party unless this is necessary for the purpose for which you provided the information and lawfully linked to the original intention for which you provided the information to us;

BEE Registry may use your personal information for the purposes of administering and improving the site, improving our services or communicating with you. The personal information you provide to us may be shared with

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operators to the extent necessary for them to administer and improve the website on your behalf.

BEE Registry will only disclose your personal information to third parties in limited circumstances where authorised by law to do so, or with your consent.

4) USER GENERATED CONTENT:

We may invite you to post content on the Service, including your comments and any other information that you would like to be available on the Service, which may become public (“User Generated Content”). If you post User Generated Content, all of the information that you post will be available to authorized personnel of BEE Registry. You expressly acknowledge and agree that we may access in real-time, record and store archives, in accordance with our Data Retention Policies, of any User Generated Content on our servers to make use of them in connection with the Service. If you submit a review, recommendation, endorsement, or other User Generated Content through the Service, or through other websites including Facebook, Instagram, Google, and other similar channels, we may share that review, recommendation, endorsement or content publicly on the Service.

5) WEBSITE ANALYTICS:

You may visit the website without providing any personal information. The website servers will in such instances collect the IP Address used by the data subject to access the website, but not the e-mail address or any other personal identifiable information. The information on IP Addresses is aggregated to measure the number of visits, the average time spent on the website, pages

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viewed etc. BEE Registry analyses non – identifiable traffic data to improve our services, via a third (3rd) party programme, namely Google Analytics.

BEE Registry may collect, hold and use statistical information about the website visits to help us improve the website. Such information includes:

- Your IP Address;
- The search terms you used;
- The pages accessed on our website and the links visitors clicked on;
- The date and time you visited the website;
- The referring website (if any) through which you clicked through our website; and
- The type of web browser you use (eg. Internet Explorer, Mozilla or Firefox).

6) USE OF COOKIES:

BEE Registry uses cookies on its website where they are required for particular features to work. BEE Registry also makes use of tracking cookies to track and analyse website usage. The cookies do not collect personal information about data subjects.

7) LINKS TO SOCIAL NETWORKING SERVICES:

BEE Registry uses social networking services such as Facebook, LinkedIn and Instagram and Twitter to communicate with the public about its work. When you communicate with us through these services, that social networking service may collect your personal information for its own purposes.

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These services may track your use of our website on those pages where the links are displayed. If you are logged in to those services (including any Google services) while using our website, their tracking will be associated with your profile with those service providers.

These services have their own privacy policies which are independent of the privacy policies and practices of BEE Registry.

8) YOUR RIGHT TO ACCESS AND CORRECT PERSONAL INFORMATION:

BEE Registry will provide you with access to any personal information that we hold about you;

- You may object to the processing of your personal information;
- You may also request us to correct, delete or destroy your personal information in accordance with our Data processing Policy, and POPIA Manual. Kindly contact our Information Officer to request access to your personal information or the correction of your personal information. You can ask to be removed from any of our communication and/or subscription lists at any time.

9) CONTACT DETAILS:

In the event that you need to contact BEE Registry for purposes related to this Website Privacy Policy, please use the following information for the Information Officer:-

Email: info@beeregistry.co.za

Telephone: (012) 0041387

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