

POPI POLICY & INFORMATION MANUAL QUESTIONS

Full name of Scheme: Villa Rox-Zani Homeowners Association NPC

Registration / Sectional Scheme (SS) Number: 2004/006530/08 **Physical**

Address of Scheme: 640 Stephan Road, Magalieskruin, 0182

Postal Address of Scheme: Postnet Suite 259, Private Bag X 504, Sinoville, 0129

Name of Information Officer: El'mare Matthee

Contact details of Information Officer: elmarematthee03@gmail.com
0798987989

Name of the entity that manages the scheme: Self-Managed / Villa Rox-Zani Administration

Contact details of such entity: 0766164899
admin@villaroxzani.co.za

Name of Chairman: Duane Peter Frost

Names of Directors/ Trustees: Duane Peter Frost
El'mare Matthee
Pieter Cornelius Van Wyk
Sonja Scholtz
Click or tap here to enter full names.

What personal information does Body Corporate/HOA currently hold? Please mark the applicable boxes, if there are other, please specify below.

Trustees/Directors:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Full names | <input checked="" type="checkbox"/> Cell phone numbers |
| <input type="checkbox"/> Preferred names | <input checked="" type="checkbox"/> Other contact numbers |
| <input checked="" type="checkbox"/> Date of Birth | <input type="checkbox"/> Work contact details |
| <input checked="" type="checkbox"/> SA ID Number / Passport Number | <input type="checkbox"/> Personal fax numbers |
| <input type="checkbox"/> Biometrics | <input checked="" type="checkbox"/> Personal email addresses |
| <input type="checkbox"/> Nationality | <input checked="" type="checkbox"/> Other email addresses |
| <input type="checkbox"/> Race | <input checked="" type="checkbox"/> Physical Address |
| <input type="checkbox"/> Gender | <input checked="" type="checkbox"/> Postal Address |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Bank Account details |
| <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Vehicle registration, make, model & colour |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Special interest |
| <input type="checkbox"/> Language | <input type="checkbox"/> Details of Occupation |
| <input type="checkbox"/> Education | <input type="checkbox"/> Property Owned |

Other: Please specify, in as much detail as possible, the other personal information held and processed.

Owners/Members:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Full names | <input checked="" type="checkbox"/> Cell phone numbers |
| <input type="checkbox"/> Preferred names | <input checked="" type="checkbox"/> Other contact numbers |
| <input checked="" type="checkbox"/> Date of Birth | <input checked="" type="checkbox"/> Work contact details |
| <input checked="" type="checkbox"/> SA ID Number / Passport Number | <input type="checkbox"/> Personal fax numbers |
| <input type="checkbox"/> Biometrics | <input checked="" type="checkbox"/> Personal email addresses |
| <input type="checkbox"/> Nationality | <input checked="" type="checkbox"/> Other email addresses |
| <input type="checkbox"/> Race | <input checked="" type="checkbox"/> Physical Address |
| <input type="checkbox"/> Gender | <input checked="" type="checkbox"/> Postal Address |
| <input type="checkbox"/> Sex | <input checked="" type="checkbox"/> Bank Account details |
| <input type="checkbox"/> Pregnancy | <input checked="" type="checkbox"/> Vehicle registration, make, model & colour |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Special interest |
| <input type="checkbox"/> Language | <input type="checkbox"/> Details of Occupation |
| <input type="checkbox"/> Education | <input checked="" type="checkbox"/> Property Owned |

Other: Domestic Workers details. (Name, Surname, ID, address, cell number) for gate access control

Tenants:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Full names | <input checked="" type="checkbox"/> Cell phone numbers |
| <input type="checkbox"/> Preferred names | <input checked="" type="checkbox"/> Other contact numbers |
| <input checked="" type="checkbox"/> Date of Birth | <input type="checkbox"/> Work contact details |
| <input checked="" type="checkbox"/> SA ID Number / Passport Number | <input type="checkbox"/> Personal fax numbers |
| <input type="checkbox"/> Biometrics | <input checked="" type="checkbox"/> Personal email addresses |
| <input type="checkbox"/> Nationality | <input type="checkbox"/> Other email addresses |
| <input type="checkbox"/> Race | <input checked="" type="checkbox"/> Physical Address |
| <input type="checkbox"/> Gender | <input checked="" type="checkbox"/> Postal Address |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Bank Account details |
| <input type="checkbox"/> Pregnancy | <input checked="" type="checkbox"/> Vehicle registration, make, model & colour |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Special interest |
| <input type="checkbox"/> Language | <input type="checkbox"/> Details of Occupation |
| <input type="checkbox"/> Education | <input type="checkbox"/> Property Owned |

Other: Domestic Workers details. (Name, Surname, ID, address, cell number) for gate access control

Staff:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Full names | <input checked="" type="checkbox"/> Language |
| <input type="checkbox"/> Preferred names | <input checked="" type="checkbox"/> Education |
| <input checked="" type="checkbox"/> Date of Birth | <input checked="" type="checkbox"/> Cell phone numbers |
| <input checked="" type="checkbox"/> SA ID Number / Passport Number | <input type="checkbox"/> Work contact details |
| <input type="checkbox"/> Biometrics | <input type="checkbox"/> Personal fax numbers |
| <input checked="" type="checkbox"/> Nationality | <input checked="" type="checkbox"/> Personal email addresses |
| <input checked="" type="checkbox"/> Race | <input checked="" type="checkbox"/> Physical Address |
| <input checked="" type="checkbox"/> Gender | <input checked="" type="checkbox"/> Postal Address |
| <input type="checkbox"/> Sex | <input checked="" type="checkbox"/> Bank Account details |
| <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Vehicle registration, make, model & colour |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Special interest |
- Other: Tax Number

Visitors:

- | | |
|---|---|
| <input type="checkbox"/> Full names | <input type="checkbox"/> Cell phone / other contact numbers |
| <input type="checkbox"/> SA ID Number / Passport Number | <input type="checkbox"/> Vehicle registration |
| <input type="checkbox"/> Biometrics | <input type="checkbox"/> Scan / Copy of Driver's License |
- Other: Only entry and exit are monitored on the CCTV. No personal data collected.

How is this personal information stored/held and who holds this information?

- Physical information: Stored in the communal office where only directors have access.
- Electronic information: Most info stored in the cloud (access controlled) and Sage Accounting. Gate Keeper system – All cell numbers for the data base of the gate.

What safety and security measures are currently in place to protect such information?

-Lock and key and alarm in the communal office and password protected IT access.

Which third parties/service providers (i.e. managing agents, security companies, and accountants) have access to this personal information? Accountants and Villa Rox-Zani Administration, Gate Keeper

Has a contract been entered into with such parties? No

Has a contract been entered into with such parties in respect of the processing of personal information? No

What is the process for visitors to enter the scheme? Contact the owner or tenant to gain access. Gate is opened by means of cell phone or remote.

How is this information captured? N/A

How is it stored? n/a

Are there cameras in the Scheme? Yes

***If so, please provide a diagram/have a diagram prepared to be annexed to the Policy.*

What information is being captured? Entry and Exit of vehicles and pedestrians. Car, reg number etc.

Where is this information stored? On the DVR in the communal office

How is it destroyed? When system gets full it overwrites itself (FIFO)

Confirm the purposes for the surveillance, e.g. for security reasons and/or rule enforcement:

Security and monitoring of infringements in terms of entry and exit.

Identify the people who are automatically authorized to view the surveillance footage, and in what circumstances, e.g. trustees and managing agency portfolio, when there is reliable evidence that there has been an apparent security breach or rule infraction in the area: Directors and Estate Manager

State the operation times of the video surveillance system: 24/7/365

State the length of time video footage is retained: Unknown

State how video footage is securely stored: DVR is password protected.

Set out the procedures for owners and bondholders to request access to the videotapes and the period in which the requests will be considered and answered: In writing to the directors within 48 hrs of the incident and it may be answered within 7 working days.

If there is any cost involved, detail the cost associated with any owner and the bondholders' access to information, and how to be paid: n/a

Detail the signage and other procedures for notifying owners, tenants, guests and visitors that the video surveillance system is in existence and the usual hours of operation: Board at the main entrance with a CCTV sign reading: WARNING - CCTV

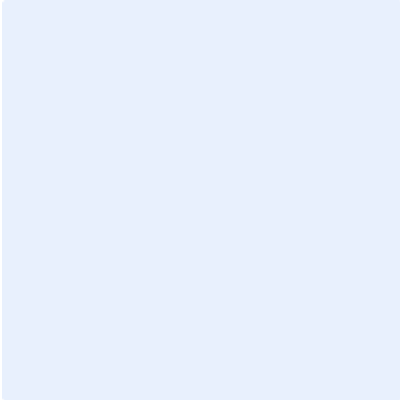
****If applicable, kindly send us a copy of your HOA's MOI/Constitution together with this complete form.**

If applicable, please upload your Scheme's Logo, to be used in your documentation:



Villa Rox-Zani Homeowners association
NPC
Ltd Reg. No. 2004/006530/08
640 Stephan Road, Magalieskruin, 0182Tel:
076 616 4899
email: admin@villaroxzani.co.za

Please upload a copy of the camera layout sketch plan/diagram:



***Should you be unable to upload the aforementioned, kindly attach same to the email sent with these answers.*