



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

\_\_\_\_\_ 2021

## **THE PROTECTION OF PERSONAL INFORMATION ACT NO.4 OF 2013 VILLA ROX-ZANI HOMEOWNERS' ASSOCIATION'S PRIVACY NOTICE**

We are sending this Notice to you to explain how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act No.4 of 2013 ("POPI"). Villa Rox-Zani Homeowners' Association is committed to protecting your privacy and to ensuring that your personal information is collected and processed properly, lawfully and transparently.

### **The information we collect**

We collect and process your personal information in accordance with the obligations contained in our MOI and applicable Laws. This personal information is processed for the purposes of, *inter alia*, levy collection, the arrangement of the meetings, the distribution of information to members, communication and generally in the pursuit of the legitimate interests of the Homeowners' Association. For this purpose, we may collect and process, your full names, preferred names, date of birth/identity number/passport number, contact details, email addresses, physical and postal addresses, bank details in some instances.

### **How we use your information**

We use your personal information only for the purposes for which it was collected. For further information on how your personal information is processed, we refer you to our POPI Privacy Policy.

### **Disclosure of information**

We may disclose your personal information to our service providers who are involved in the delivery of products or services to you, in accordance with the agreements in place to ensure that they comply with the privacy requirements as required by POPI. We may also disclose your information where we have a duty to disclose such information in terms of Law.



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## **Information Security**

We are legally obliged to provide adequate protection for the personal information we hold and to prevent unauthorised access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure. Further information as to our security policies and procedures is contained in our POPI Privacy Policy.

## **Your Rights: Access to information**

You have the right to request a copy of the personal information we hold about you. To do so, simply contact \_\_\_\_\_ at \_\_\_\_\_ and specify what information you require.

All processes and procedures as set out in our POPI Privacy Policy and PAIA (Promotion of Access to Information Act 2 of 2000) Information Manual will be complied with. Please note that any such access request may be subject to payment of a legally allowable fee.

## **Correction of your information**

You have the right to ask us to update, correct or delete your personal information (in accordance with the POPI Privacy Policy and PAIA Manual) and we would appreciate it if you could ensure that your personal information is accurate and updated.

## **How to contact us**

If you have any queries about this Notice, please contact \_\_\_\_\_ at the address set out above.

Yours faithfully,