

Statement of compliance – Protection of Information Act

This Notice explains how we obtain, use and disclose your companies and employees personal information, in accordance with the requirements of the Protection of Personal Information Act (“POPIA”).

At Paymaster People Solutions (WWW.paymaster.co.za) we are committed to protecting your privacy and to ensure that your employees personal information is collected and used properly, lawfully and transparently.

About the Company

Paymaster People Solutions processes salaries and wages on behalf of clients.

The information we collect

We collect information directly from your employer who will provide us with all the relevant information in order for us to ensure that the company complies with all the legal requirements of employment.

Example:

- Identification number
- Bank account details
- Home address
- Salary information
- Garnishee orders

All your information is stored on our secure services and will not be disclosed or sold to any third party without your express consent unless otherwise required by law..

How we use your information

We collect and process personal information to:

1. To create a company record to enable Paymaster to calculate employee’s salaries and wages
2. To create an accurate personal record required by the Basic conditions of employment act, UIF department and SARS.
3. To accurately calculate your salary and pay the monies into your bank account
4. We keep your earnings and deductions and your bank account details on the system
5. To create an individual tax record for SARS and an individual record for UIF on your behalf..

Disclosure of information

All your information is stored on our secure servers (a copy of our security policy is available on request) and will not be disclosed or sold to any third party without your express consent unless otherwise required by law..

We will disclose your personal information to your employer in the normal course of business. We have agreements in place to ensure that our service providers comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law (example IRP 5 certificates to SARS);
- Where we believe it is necessary to protect our rights.

Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized 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.

Our security policies and procedures cover:

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure.

We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

Your Rights: Access to information

You have the right to request a copy of the personal information we hold about you. To do this, simply contact your employer or log onto your personal profile at Paymaster to view your personal details.

Correction of your information

You have the right to ask your employer to update, correct or delete your personal information that is not legally required by the laws of South Africa or agreed to in your contract of employment or company policies.

Definition of personal information

According to the Act “**personal information**” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person

Signed and approved by the directors

1 June 2021

A handwritten signature in black ink, appearing to read 'I. Hurst', written in a cursive style.

Ian Hurst Managing Director

A handwritten signature in black ink, appearing to read 'A. Stynes', written in a cursive style.

Amber Stynes