



BERGRIVIER MUNICIPALITY

MUNICIPAL NOTICE

PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT 4 OF 2013)

1. INTRODUCTION

- (1) The Bergrivier Municipality ("Municipality") needs to gather and use certain personal information about individuals and juristic persons (collectively referred to as "data subjects"). These can include clients/customers, suppliers or service providers, business contacts, employees and other people and/or organisations that the Municipality has a relationship with or may need to contact.
- (2) The policy ensures that the Municipality:
 - (a) Complies with the Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA).
 - (b) Protects the rights of data subjects.
 - (c) Is open about how it stores and processes personal information of data subjects.
 - (d) Protects itself from the risks of security breaches in any form.
- (3) The policy is available on the Municipality's website and at municipal offices in the municipal area.

2. POLICY STATEMENT

- (1) The Municipality is committed to protecting the privacy of data subjects in accordance with the obligations imposed by POPIA. POPIA describes how organisations must collect, handle and store the personal information of data subjects.
- (2) These rules apply regardless of whether the information is stored electronically, on paper or on other materials.
- (3) POPIA is underpinned by the following important privacy principles. These state that personal information must:
 - (a) be processed fairly and lawfully;
 - (b) be obtained only for specific, lawful purposes;
 - (c) be adequate, relevant and not excessive;
 - (d) be accurate and kept up to date;
 - (e) not be held for longer than necessary;
 - (f) processed in accordance with the rights of data subjects;
 - (g) be protected in appropriate ways; and
 - (h) not be transferred outside South Africa unless that country or territory also ensures an adequate level of protection.

3. PROVISION OF PERSONAL INFORMATION AND CONSENT

The consent use on official documentation may include the rules set out in section 6.

- (1) By providing the Municipality with your personal information, you:
 - (a) Agree to the terms and conditions set out in the Privacy Policy and authorise the Municipality to retain, process, use and disseminate such information as set out herein; and
 - (b) Authorise the Municipality, its staff, members, service providers and other third parties to use, disseminate and process your personal information for the purposes stated in the Policy.

The Municipality will not use your personal information for any other purpose than that is set out in the Policy and will endeavour to protect your personal information that is in the Municipality's possession, from unauthorised alteration, loss, disclosure, use, dissemination

**MUNICIPAL OFFICES
13 KERK STREET
PIKETBERG
7320**

**ADV. HANLIE LINDE
MUNICIPAL MANAGER**

MN130-2023

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