

Graecor Agencies cc Privacy Notice

Introduction:

Graecor Agencies cc is strongly committed to protecting your privacy and complying with your choices. Both personal and non-personal information collected is safeguarded according to the highest privacy and data protection standards adopted in South Africa. Graecor Agencies cc is committed to processing data in accordance with its responsibility under the POPI Act.

Who we are:

Graecor Agencies cc was established in 1993. It is predominantly an Industrial Instrumentation and Valves sales company operating in the Kwazulu Natal region. Graecor strives to supply high quality Instrumentation and Industrial Valves to the following industries: petrochemical, pulp and paper, sugar, water purification and distribution, metal and mining to mention a few

The type of personal information we collect:

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

How we collect the personal information and what we use is for:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Credit Application, Business cards, Quotation requests, Purchase orders and Invoices

We also receive personal information indirectly, from the following sources in the following scenarios:

- Not applicable

We use the information that you have given us in order to:

- Credit Reference checks and for accountants to compile various accounting stats.

We may share this information with:

- Accountants

When will we process your personal information:

In terms of the Protection of Personal Information Act (POPIA), the justification ground which we base our processing on consist out of the following:

- The data subject or a competent person where the data subject is a child consents to the processing. Kindly note that you have the right to withdraw your consent;
 - The processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
 - The processing complies with an obligation imposed by law on the business;
 - The processing protects a legitimate interest of the data subject;
 - The processing is necessary for the proper performance of a public law duty by the business;
- Or
- The processing is necessary for pursuing the legitimate interests of the business or of a third party to whom the information is supplied.

How we store your personal information:

Your information is securely stored:

We keep your information for 10 Years. We will then dispose your information by Shredder Machine.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to graecor@mweb.co.za. We may charge you a fee for this service.
- You may also request us to correct or supplement any of your personal data which we will undertake as soon as practicable.
- Request the destruction of your personal data. Graecor Agencies cc will consider your request in light of any other laws or regulations prohibiting you from destroying your personal data. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at graecor@mweb.co.za if you wish to make a request.

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at graecor@mweb.co.za

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

Their contact details are as follows:

The Information Regulator (South Africa)

Complaints email: complaints.IR@justice.gov.za