



Mega High Voltage Privacy Notice

Introduction:

This policy sets the standard applicable to the protection of personal information as required by The Protection of Personal Information Act 4 of 2013, as well as the purpose for which such said information is used.

Our policy explains how we obtain, use, and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act ("POPIA").

We at **Mega HVT** aim to comply with the POPI Act and we are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully, and transparently.

Who we are:

Mega high voltage technologies (pty) ltd established in 2002 is an electrical engineering company specializing in the provision of technical solutions in the arena of power transmission and distribution. Our focus is on medium to high voltage electrical systems up to 765kV. Our capabilities include provision of such solutions on turnkey basis, utilising both in-house capacity and established sub-contractors.

This policy is applicable to **Mega HVT** management, all employees, and Clients / Suppliers whose information is supplied to or given to **Mega HVT**. **Mega HVT** is obligated to comply with The Protection of Personal Information Act 4 of 2013 and Section 51 of the Promotion of Access to Information Act, No 2 of 2000.

The type of personal information we collect:

Mega HVT will collect the requester information by sending prescribed form to be filled by a requester with enough particulars to at least enable the Information Officer to identify. Information must be fill in the form are as follows:

- Personal identifiers, contacts, and characteristics (for example, name and contact details)
- Addresses
- Email details
- VAT Numbers
- Company reg numbers

How we get the personal information and what we use it for:

We collect and process your personal information mainly to contact you for the purposes of understanding your requirements and delivering services accordingly. We collect information directly from you by sending out our information access form where will help you to provide us with your personal details. Where possible, we will inform you what information you are required to provide to us before we give you access information feedback.

We may share this information with:

We may disclose your personal information to our suppliers, clients and service providers who are involved in the delivery of products or services to you. We have agreements in



place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

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 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 systems and related processes to ensure that your personal information remains secured. We further dispose and keep your information according to our data retention and data destruction policies.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to **Mega HVT**. 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. We will consider your request in light of any other laws or regulations prohibiting us 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 **011 314 8436** if you wish to make a request.

Contact details:

Name: **Mega HVT**

Address: **397 Roan Crescent ,2 summit square Unit 4, Corporate Park North, Midrand Halfway House 1685**

Phone Number: **011 314 8436**

E-mail: business@za-megahvt.com



How to complain:

If you wish to complain with regard to how your information is being processed please email us at: business@za-megahvt.com

Their contact details are as follows:

The Information Regulator (South Africa)

33 Hoofd Street
Forum III, 3rd Floor Braampark
P.O Box 31533
Braamfontein, Johannesburg, 2017

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