



PLANTATIONS HOME OWNERS ASSOCIATION

47 Shongweni Rd
Hillcrest, 3610

Tel (031) 7658968
Co Reg No 2003/009741/08

16 March 2021

Protection of Personal Information – Privacy Statement

Plantations Home Owners Association (PHOA) has a long-standing commitment to safeguard the privacy of information entrusted to us and regard this commitment as essential. Protecting the confidentiality and security of residents, visitors, contractors, domestic staff and employees information has always been an integral part of how we conduct our business.

We pledge to ensure our business practices protect your personal information.

This Privacy Statement applies to all personal information that we obtain or handle.

PHOA makes this statement in respect of its basic policies concerning the protection of personal information of all residents, visitors, contractors, domestic staff and employees.

1. We will comply with the Protection of Personal Information Act as well as all other applicable laws, regulations and guidelines issued by our regulators, this Privacy Policy statement and any other documentation which may govern your relationship with PHOA.
2. Where it is necessary for us to obtain personal information, we will only do so by lawful and fair means. In the event that you provide us with the names and contact details of family, visitors, staff, contractors and the like, we will regard the fact that the you provided that information to us as your consent to us to retain and use such information as is required.
3. We will only use your personal information within the scope of achieving the following purposes:
 - a. for maintaining an up to date data base of residents within the estate, their family members and staff.
 - b. for contacting you if required to pass on information about the estate in general
 - c. for any other purposes to enable PHOA to adequately communicate with residents of the estate
4. We will not obtain from you, use, or provide to a third party, information regarding political views, religion (faith, consciousness and lineage), affiliation with any labour union, ethnicity, domicile of origin, health care and sexual life, except as necessary for our proper business management or any other purposes deemed necessary by law.
5. We will not disclose information relating to your professional work skills and work history.
6. We may outsource all or part of the handling of your personal information to service providers approved by us in order to accomplish the purposes set out in Paragraph 3 above. We will supervise any such outsourcing service provider as necessary to ensure the personal information is secure in accordance with applicable laws and guidelines.

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7. We will take any necessary and adequate security measures and exercise adequate supervision over all officers and employees and any outsourcing service providers to protect your personal information against leaks, loss or damage, etc.

8. You may request disclosure of the personal information we hold on you, or request the amendment, removal or updating of such personal information by sending an email to the address set out in Paragraph 9 below. After we obtain satisfactory evidence of your identity, we will seek to address your request in accordance with the applicable laws and guidelines.

9. If you have any questions or comments regarding your personal information or this statement, you can contact us at

Plantations Estate

47 Shongweni Road

Hillcrest

3610

KZN

E-mail: admin@plantationsestate.co.za

Hours: 07.30am – 4:00 pm. (Monday to Thursday. Closing at 3pm on a Friday)

10. This statement may be amended from time to time.

11. In order to constantly monitor and, where necessary, improve our handling of your personal information we will periodically review this statement and security measures or any other associated activities related to personal data.

A handwritten signature in black ink, appearing to be "A. Kitching".

A. Kitching

15.6.21

A handwritten signature in black ink, appearing to be "T. Mungemall".

T. Mungemall

15.6.21