



PROTECTION OF PERSONAL INFORMATION POLICY

1. PURPOSE

Summerview Properties (PTY) Ltd is committed to the provisions of the Protection of Personal Information (POPIA) Act, No. 4 of 2013. We are committed to protecting Personal information by specifying processes, procedures and safeguards for the processing and accessing of Personal data.

2. PROTECTION OF PERSONAL INFORMATION

- 2.1 Summerview Properties and its operators will process the personal information of data subjects in connection with and for the sole purpose(s) of the Services rendered and agreed upon.
- 2.2 Summerview Properties and its operators shall not disclose Personal Information or use it for purposes other than the services rendered and agreed upon.
- 2.3 Summerview Properties and its operators shall safeguard the Personal information provided and to which it has access through appropriate systems, processes, and protocols.
- 2.4 Summerview Properties and its operators shall ensure that only employees who need to be involved in Processing and Accessing Personal information have access.
- 2.5 Summerview Properties and its operators shall notify the Information Officer of Summerview Properties if any personal information in possession of the Operator has been accessed, leaked, utilised or acquired by an unauthorised party(s) or if a breach has occurred with the use of personal information for any other purposes that agreed upon between the parties, immediately and in writing.
- 2.6 Summerview Properties shall notify the National Regulator if any Personal Information has been accessed, leaked, utilised, or acquired by an unauthorised party(s) or if a breach has occurred with the use of personal information for any other purposes than agreed upon between the parties, immediately and in writing.

3. SAFEGUARDING OF INFORMATION

Summerview Properties and its operators shall ensure that the necessary systems, processes, and protocols are in place to safeguard Personal Information.

4. RETURN AND MANAGEMENT OF INFORMATION

Summerview Properties may request that its Operators return Personal Information. The Operator(s) can also be asked to destroy personal information.

5. CONFIDENTIALITY



- 5.1 Summerview Properties and its Operators agree not to disclose, publish, or utilise Confidential Information in any manner without the prior written consent of Summerview Properties and or the Data Subject(s), respectively.
- 5.2 Summerview Properties and its Operations further warrant that Confidential Information will only be accessed by those employees responsible for deliverables and Services.