



Supplier/Customers Name: \_\_\_\_\_

**NOTIFICATION TO SUPPLIERS/CUSTOMERS WHOSE PERSONAL INFORMATION IS COLLECTED BY BOX-IT IN TERMS OF THE PROVISIONS OF THE SECTION 18 OF THE PROTECTION OF PERSONAL INFORMATION ACT NO 4 OF 2013.**

Box-it are committed to protecting and promoting the privacy of our Suppliers & Customers Personal Information and to give effect to the constitutional right to privacy and to fulfill its obligations under the Protection of Personal information Act no 4 of 2013 ("POPI"). To promote compliance in terms of POPI the below provisions are specifically brought to our Suppliers/Customers attention:

1. Box-It will collect personal information from Customers/Supplier's which shall include but not be limited to:
  - a. Business registration certificates as registered with CIPC.
  - b. Copies of identity documentation of directors or members or shareholders.
  - c. BEE documentation, including BBB-EE certificates or affidavits.
  - d. Industry accreditation certificates.
  - e. Financial information including VAT certificates, tax clearance certificate, income tax number and proof banking details.
  - f. Any other personal information as provided by the Supplier/Customer.
2. Box-It will collect the personal information as required by POPI from the following sources:
  - a. Publicly accessible platforms and verification agencies.
  - b. The Supplier itself.
3. All personal information will be stored securely.
4. Box-It head office is situated at 6 High Road, Brentwood park, Benoni, Johannesburg.
5. The Customers/Suppliers personal information will be collected and processed for the following purposes:
  - a. To establish a database of Suppliers or Customers that promotes competitive sourcing.
  - b. To ensure that the personal information and documentation of all Suppliers and Customers is verified and vetted to promote compliance.
  - c. To request quotations and other information from Suppliers.
  - d. To enable Box-It to purchase goods and/or services from the Supplier or Customer, as and when required by Box-It through issuing of official purchase orders by Box-It and/or formal contracts.
  - e. BEE or other legally permissible reporting by Box-It.
6. The supply of personal information is mandatory and failure by the Supplier or Customer to provide the personal information to Box-It may result in the Supplier or Customer not being approved as an authorised Box-It Supplier or Customer.
7. The supplier or Customer has the right to access, update personal information provided.

8. To ensure that the Supplier or Customer's personal information is protected to the extent required Box-It and its subsidiaries will be required to comply with data protection laws.
9. The personal information of the supplier or Customer collected by Box-It will be retained for up to a maximum of 5 years from the date of the last engagement, purchase order or contract expiry for the purpose of document retention, contract management, statutory reporting or deleted from its system when requested to do so by the Supplier or Customer.
10. Box-It will take all reasonable steps to identify risk associated with the processing of the Suppliers or Customers information and establish safeguards against these identified risks.
11. Should there be a breach of the confidentiality of the Suppliers or Customers personal information, Box-It will take all reasonable steps to ensure that the Supplier or Customer is notified thereof. Box-It does not accept any liability of the unauthorized use and access of a Suppliers or Customers personal information, unless such unauthorized access and use was due to the negligence and/or wilful default of Box-It
12. The Supplier or customer has a right to lodge a complaint with the Information Regulator if the supplier or Customer is of the view that its rights in terms of POPI have been breached. The contact details of the information Regulator are:
  - Telephone number: 012 406 4818
  - Address: 33 Hoofd Street Forum III, 3<sup>rd</sup> Floor Braampark, Johannesburg, 2001.
  - E-mail address: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za) or [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za)
13. The supplier/customer acknowledges that it has been made aware of its rights in terms of POPI and agrees that acceptance of the terms and conditions contained in the Notification constitutes permission to collect and process the personal information of such Supplier as required by Box-It for the purpose set out at point 5 above.

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Authorised Signature

Name and Surname: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_