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Compiled	Manager: People & Performance Systems			
Approved	Managing Director			

1. POLICY PURPOSE

The purpose of this policy is to advise the client/user (data subject) of CERES FRUIT PROCESSORS (PTY) LTD services, both electronic and otherwise, why data is collected and processed, what data is in focus as well as how it is processed.

2. SCOPE OF APPLICATION

Employees, suppliers, clients and other data subjects.

3. POLICY STATEMENT

We are committed to full compliance with the POPI Act in so far as the utilisation and disclosure of data subjects' personal information (PI) is concerned. Hence, technical and operational measures have been put in place to protect data subject privacy and we invite all data subjects and/or requesters to engage with our Information Officer (IO) in respect of any matter related hereto.

Data subjects and requesters are invited to engage with our IO about any matter pertaining to the POPIA and PAIA, including but not limited to updating PI, deletion of PI and complaints in respect of how PI is being processed. Contact details of the IO can be found on our company website.

Purpose of Collecting and Processing PI

We process PI for various purposes including:

- Facilitating transactions with data subjects
- Fulfilling its contractual obligations to its clients and client contacts
- Complying with the provisions of statute and regulations
- Attending to the legitimate interests of data subjects
- Identifying prospects for enhanced service delivery and business sustainability
- Confirm and verify data subject identity or to verify that they are authorised users for security purposes
- Audit and record keeping purposes
- In connection with legal proceedings.


Website usage information may be collected using "cookies" which allows us to collect standard internet visitor usage information.

Disclosure of information

We may disclose data subject PI to our service providers who are involved in the delivery of products or services. We have agreements in place to ensure that we comply with the privacy requirements as required by the POPI Act.

We may also disclose data subject PI:

- Where we have a duty or a right to disclose in terms of law and/ or industry codes
- Where we believe it is necessary to protect its rights.

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Information Security

We are legally obliged to provide adequate systems, technical and operational protection for the PI that we hold and to prevent unauthorized access to as well as prohibited use of PI. We will therefore on a regular basis review our security controls and related processes to ensure that the PI of data subjects remains secure.

We have conducted an impact assessment across all of our functions and used the findings thereof to manage risk optimally as well as to provide iterative improvements on an ongoing basis.

We also ensure that we contract with Operators as required by POPIA and we require appropriate security, privacy and confidentiality obligations of these operators in order to ensure that personal information is kept secure. The same protocols apply to any party to whom CERES FRUIT PROCESSORS (PTY) LTD may pass PI on to for the purposes mentioned herein.

How to contact us - Information Officer

Name: Sylvia van der Merwe

Telephone number: 023 316 8035

Physical address: Vosstreet, Hamletway, Ceres 6835

Email address: privacy@cfp.co.za

4. Responsibility

Responsibility for execution and monitoring of policy: Information Officer.

5. Values

The policy relates to the company values of Respect, Integrity and Commitment.