



REX TRUEFORM
GROUP LIMITED

REX TRUEFORM GROUP LIMITED

PRIVACY POLICY

PRIVACY STATEMENT

1. INTRODUCTION

This Privacy Statement regulates the use and protection of personal information that Rex Trueform Group Limited and its wholly-owned subsidiaries (specifically excludes subsidiaries, where such an entity is a subsidiary as a result of a partial investment by Rex Trueform Group Limited) (“Rex Trueform”) processes as well as sets out what the categories of personal information that Rex Trueform may collect through our Channels (this website, associated websites and other channels) as private and confidential. This Privacy Statement applies when you use our Channels.

If you have any questions about this Privacy Statement, please see contact details at the end of this page.

2. LAWFUL PROCESSING OF PERSONAL INFORMATION

The following conditions of lawful processing of personal information are the principles in terms of which we will be processing the collected personal information. They are:

- **Accountability** – Rex Trueform as the responsible party and through its employees will make sure that personal information is processed in a lawful and responsible manner.
- **Processing limitation** – we shall lawfully collect personal information for a defined purpose and where applicable, with the consent of the data subject and third parties.
- **Purpose specification** – we will only use personal information for the purposes that our clients, associates, third parties and employees expect us to use it for.
- **Further processing limitation** – where a processing activity is seen as further processing (means a new purpose for processing personal information) and this new purpose is inconsistent with the original purpose (original reason we collected personal information), we will make sure that our processing activities meet the requirements of the applicable data protection laws.

- **Information quality** – we will take reasonable steps to ensure your personal information is accurate, complete and updated and not misleading.
- **Openness** – from the start, we will be open, clear and honest with our clients, suppliers, third parties and employees on how and why we use their personal information and how we protect their personal information.
- **Security safeguards** – we will apply and follow appropriate and reasonable technical and organisational measures to make sure that the confidentiality, integrity and availability of personal information are secured. These measures will also be applied to protect personal information against loss, damage, unauthorised destruction or unlawful access.
- **Data subject participation** – we have processes in place for our clients, suppliers, third parties and employees to access, correct and delete personal information and exercise their rights in terms of applicable data protection laws.

3. INFORMATION REX TRUEFORM COLLECTS FROM YOU

- **Personal information you volunteer or which we may infer** - any domain name information that we collect is not used to personally identify you but is instead aggregated to measure the number of visits, average time spent on the Website, pages viewed. We use this information to measure the use of our Website and to improve its contents.
- **We may intercept and monitor your communications** - to the extent permissible by law, Rex Trueform may implement systems designed to intercept and monitor your communications with Rex Trueform employees and affiliates. As part of this process of intercepting and monitoring these communications, we may record such communications for disclosure on the basis set out in this Statement.
- **Personal information we collect automatically** - when you use the website, Rex Trueform automatically receives and records information on our server logs from your browser or mobile platform, including your location, IP address, cookie information, and the page you requested. We treat this data as non-personal information, except where we are compelled to do otherwise by law or legal authority. Rex Trueform only uses this data in aggregate form and we

may provide this aggregate information to our partners about how our visitors, collectively, use the Website.

- **Cookies** - we use cookies on our website. Cookies are files that store information on your hard drive or browser allowing our website to recognise that you have visited it before.

4. WHAT WE DO WITH THE INFORMATION?

Rex Trueform will only use and share your personal information where it is necessary for us to carry out our lawful business activities. To enable you to fully understand the way in which we process your personal information, we have described the different lawful grounds for such processing in detail below:

- The processing of your personal information for a specific and explicitly defined purpose where a data subject provides express consent for such processing or where law requires;
- The processing of your personal information is necessary to perform in terms of a contract;
- The processing of your personal information is necessary for us to comply with legal and regulatory obligations; or
- The processing is necessary to support our legitimate interests in managing our business (or those of a third party) provided such interests are not overridden by your interests and rights.

5. OBJECTION TO PROCESSING

Where required by applicable law, where we send you direct marketing, we will obtain your consent for this, which you may withdraw at any time.

6. HOW LONG DO WE KEEP YOUR INFORMATION

We are required to ensure that your personal information is accurate and maintained in a secure environment for a period of time no longer than necessary for the purposes for which we are processing your personal information. We generally keep personal information collected via the Website in accordance with the timeframes set out in any relevant legislation which applies to the personal information provided to us. However, in some cases we may need to keep personal information for longer

(e.g., where we are required to do so in accordance with legal, regulatory, tax or accounting requirements, or dealing with complaints, legal challenges or prospective litigation).

7. SHARING YOUR INFORMATION AND DATA TRANSFERS

We may disclose your personal information to the following third parties:

- Other companies in the Rex Trueform group of companies;
- Selected third parties to provide us with services, including companies that provide us with technical support and assistance in respect of the Website, companies that provide back-office services, companies that provide hosting services or, that track the Website's activities and analytics, and companies engaged to market and distribute Rex Trueform products and/or services;
- Professional advisers, judicial, regulatory and law enforcement bodies; and
- A third party that acquires all or part of our assets or shares, or that succeeds us in carrying on all or a part of our business, whether by merger, acquisition, reorganisation or otherwise.

8. SECURITY PRACTICES

The security of your personal information is important to us. We have implemented appropriate and reasonable technical and organisational measures to prevent loss, unauthorised destruction, damage or access to your personal information by unauthorised third parties. The security of your personal information is important to us. We make sure that we implement organisational and technical procedures to keep your personal information safe.

9. ACCESSING YOUR PERSONAL INFORMATION

You may request details of personal information which we hold about you under the Promotion of Access to Information Act, 2 of 2000. Fees to obtain a copy or a description of personal information held about you are prescribed in terms of this Act. Confirmation of whether or not we hold personal information about you may be requested free of charge. If you would like to obtain a copy of your personal information held by Rex Trueform, please review our Promotion of Access to Information Act Manual.

10. CONTACT US

If you have any questions about our Statement or practices described in it, you should contact our Information Officer:

Ardilah Mohamed-Mushabe

Information Officer

Rex Trueform Group Limited

263 Victoria Road

Salt River

Cape Town

7925

Tel: 021 460 9400

Email: legal@restrueform.com

11. RIGHT TO CHANGE THIS PRIVACY STATEMENT

We may change this Privacy Statement from time to time. We will publish all changes on our website. The latest version of our privacy statement will replace all earlier versions, unless it says differently.