



Vat Reg 4550148193
Registration No 2014/285356/07

Tel: +27 (0)12 541 4196
108 Kotzenberg Street
Akasia, Rosslyn, Pretoria, 0200
Gauteng, South Africa
www.mammothtech.co.za

**PROTECTION OF PERSONAL INFORMATION ACT PRIVACY NOTICE OF
MAMMOTH TECHNOLOGIES (PTY) LTD
REGISTRATION NUMBER: 2014/285356/07**

1. Introduction:

Mammoth Technologies (Mammoth Tech) is a Design and Manufacturing Corporation within the Mining and Drilling Industry, creating a dynamic presence in the International Market.

The Mammoth Breakout Wrench drew attention to our Innovative yet uncomplicated approach to problem solving within the global market when we first introduced it in 1999.

Development and product refinement and improvement is a continuous process in the business.

Our product development drive has been shaped and guided by the requirements, needs and frustrations gleaned from our clients in the global Market. This has led us to develop a reasonably priced range of durable, cost effective products in the various sectors of the mining industry. They were designed for: improving safety; simplifying operation; lowering maintenance costs.

As part of managing the business, Mammoth Tech is required, in certain instances, to process personal information. Accordingly, Mammoth Tech is required to protect the personal information as set out in the Protection of Personal Information Act 4 of 2013, including its Regulations (POPI Act).

This notice constitutes Mammoth Tech's policy statement to declare its commitment to comply with the POPI Act. Accordingly, it provides insights on how Mammoth Tech processes personal information of data subjects as set out in the POPI Act.

Mammoth Tech shall ensure that personal information is processed within the parameters of the law. This notice must be read in conjunction with the POPI Act and its Regulations, where applicable.

2. Objective

2.1 The objective of this notice is to give effect to the POPI Act and to provide clarity on the following:

2.1.1 What personal information Mammoth Tech collects about a data subject and the basis thereof;

2.1.2 How Mammoth Tech uses and protects the personal information of a data subject;

2.1.3 How long Mammoth Tech keeps the personal information of a data subject;

2.1.4 The rights of a data subject regarding their personal information; and

2.1.5 What the data subject should do if he/she does not want to provide Mammoth Tech with his/her personal information.

3. Interpretation And Definitions



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In this notice:

3.1 Clause headings are for convenience and reference only and shall not be used in the interpretation thereof;

3.2 Any gender includes the other genders and a natural person includes a juristic person and vice versa;

3.3 All the annexures (if any) hereto are incorporated herein and shall have the same force and effect as if they were set out in the body of this notice;

3.4 The following words and/or expressions shall, unless the context indicates otherwise, bear the meaning assigned to them below and in the POPI Act;

3.4.1 "Cookie/s" (also called web cookie, Internet cookie, browser cookie, or simply cookie) is a small piece of data sent from a website and stored on the user's computer by the user's web browser while the user is browsing to inter alia remember stateful information (such as items added in the shopping cart in an online store) or to record the user's browsing activity.

3.4.2 "Data subject" means the person to whom Personal information relates;

3.4.3 "Employee" means a permanent, fixed-term or temporary employee of Mammoth Tech;

3.4.4 "Operator" means a third party that processes Personal information in terms of a mandate or contract with Mammoth Tech, without coming under the direct authority of Mammoth Tech;

3.4.5 "Information officer" means the person appointed by Mammoth Tech, from time to time, who is responsible for the monitoring of compliance, by Mammoth Tech, with the conditions for the lawful processing of Personal information; dealing with requests made to Mammoth Tech in terms of the POPI Act; working with the Regulator in relation to investigations conducted in relation to prior authorisation by the Data subject and ensuring compliance by Mammoth Tech with the provisions of the POPI Act;

3.4.6 "Person" means any person, company, close corporation, trust, partnership or other entity;

3.4.7 "Personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—

3.4.7.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;

3.4.7.2 information relating to the educational, medical, financial, criminal or employment history of the person;

3.4.7.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;

3.4.7.4 the biometric information of the person;

3.4.7.5 the personal opinions, views or preferences of the person;



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3.4.7.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

3.4.7.7 the views or opinions of another individual about the person; and

3.4.7.8 the name of the person if it appears with other Personal information relating to the person or if the disclosure of the name itself would reveal information about the person;

3.4.8 "Privacy Notice or Notice" means this Notice as amended from time to time;

3.4.9 "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning Personal information, including—

3.4.9.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

3.4.9.2 dissemination by means of transmission, distribution or making available in any other form; or

3.4.9.3 merging, linking, as well as restriction, degradation, erasure or destruction of information

4. The type of personal information we collect:

4.1 The Personal information Mammoth Tech collects in the ordinary course of business includes:

4.1.1 only information that is adequate, necessary, and relevant to enable it to effectively render a service or assist in any manner required, such as the Data subject's name, identity number (where applicable), registration number, Data subject's employees or its director's Personal information, contact information etc;

4.1.2 electronic communications sent to Mammoth Tech;

4.1.3 information submitted to Mammoth Tech in response to a vacancy advertisement;

4.1.4 technical information, for instance through the use of cookies, such as – activity data, such as when the Data subject completes a form on the Mammoth Tech's website, subscribes to a newsletter, alerts or other services from Mammoth Tech;

4.1.5 information from the Data subject's visits to the Mammoth Tech website, including the access times, pages viewed on the Mammoth Tech website;

5. How we get the personal information and what we use it for:

5.1 Most of the personal information we process is provided to us directly by you for one of the following reasons:

5.1.1 Job vacancies;

5.1.2 Employment contracts and related confirmations, checks, registrations etc.;



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- 5.1.3 Quality management system registration;
- 5.1.4 Drafting and executing legal agreements;
- 5.1.5 To provide important notices and updates, such as changes to terms, standard operating procedures (SOPs), policies, security alerts and administrative messages;
- 5.1.6 for internal purposes such as auditing and data analysis;
- 5.1.7 For applications relating to payment terms;
- 5.1.8 to ensure that Mammoth Tech has up-to-date contact information for the Data subject, where applicable.

5.2 We use the information that you have given us in order to:

- 5.2.1 Operate Mammoth Tech's business;
- 5.2.2 comply with applicable laws, regulations and guidance;
- 5.2.3 comply with demands or requests made by regulators, governments, courts and law enforcement authorities;
- 5.2.4 attend to services requested by the data subject.

5.3 We may share this information with:

- 5.3.1 Mammoth Tech's agents and suppliers, including those who provide it with technology services such as data analytics, hosting and technical support;
- 5.3.2 Mammoth Tech's professional advisors, auditors and business partners;
- 5.3.3 regulators, governments and law enforcement authorities;
- 5.3.4 other third parties in connection with re-organising all or any part of Mammoth Tech's business.

6. When will we process your personal information:

In terms of the Protection of Personal Information Act (POPIA), the justification ground which we base our processing on consist out of the following:

- 6.1.1 The data subject or a competent person where the data subject is a child **consents** to the processing. Kindly note that you have the right to withdraw your consent;
- 6.1.2 The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
- 6.1.3 The processing complies with an **obligation** imposed by law on the business;
- 6.1.4 The processing protects a **legitimate** interest of the data subject;



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- 6.1.5 The processing is necessary for the proper performance of a **public law** duty by the business;
Or
- 6.1.6 The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

7. How we store your personal information:

7.1 Mammoth Tech will always keep the Personal information of a Data subject for the period required by law and where it needs to do so in connection with legal action or an investigation in which it is involved. Otherwise, Mammoth Tech will keep Personal information of a Data subject:

- 7.1.1 for as long as needed to provide the Data subject with access to services he has requested;
- 7.1.2 where the Data subject has contacted Mammoth Tech with a question or request, for as long as necessary to allow Mammoth Tech to respond to the question or request and as required by law.

8. Your data protection rights:

- 8.1 You are entitled to access your personal data by sending a written request to Nicole Kevane at nicole@mamtech.co.za. We may charge you a fee for this service as set out in terms of Condition 8 of POPIA.
- 8.2 You may also request Mammoth Tech to correct or supplement any of your personal data which we will undertake as soon as practicable.
- 8.3 Request the destruction of your personal data. Nicole Kevane, nicole@mamtech.co.za, will consider your request in light of any other laws or regulations prohibiting Mammoth Tech from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact Nicole Kevane at nicole@mamtech.co.za if you wish to make a request.

9. Important Notice to Data Subjects

By visiting Mammoth Tech's website and communicating electronically with Mammoth Tech, the Data subject consents to the processing, including transfer of his Personal information as set out in this Notice.

Mammoth Tech is continually improving its methods of communication and adding new functionality and features to its website. Due to these ongoing changes, changes in the law and the changing nature



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of technology, Mammoth Tech's data protection practices will change from time to time. If and when its protection practices change, Mammoth Tech will update this Notice to describe its new practices. The Data subject is encouraged to check it regularly.

10. Contact details:

Name: Nicole Kevane
Address: 6689 Kotzenberg Street, Rosslyn, Pretoria, Gauteng
Phone Number: 072 706 6080
E-mail: nicole@mamtech.co.za

11. How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at Nicole Kevane on nicole@mamtech.co.za.