



CIM LUBRI FUEL (PTY) Ltd

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P.O. Box 11503
Suiderberg
0055

RE: Protection of Personal Information Act.

Date:29/06/2021

Information Act, 4 of 2013 ("POPIA")

Dear Customer,

As you may be aware, we are nearing the deadline where the POPI (Protection of Personal Information) Act comes into effect. POPIA took effect on the 30th of June 2020 and by 1st of July 2021, all businesses in South Africa are required to be fully compliant with the POPIA regulations. As such, we are in the process of ensuring that we are compliant. This email explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Act. We are committed to protecting your privacy and ensuring that your personal information is collected and used properly, lawfully and transparently.

The Information We Collect:

We collect and process your personal information mainly to contact you for the purposes of understanding your requirements and delivering services accordingly. For this purpose, we will collect contact details which will include your name and/or Company details related to your service needs.

How we use your Information:

We will use your personal information only for the purposes for which it was collected and will be processed for that purpose only.

Usage of personal information includes:

- To confirm, verify and update customer details.
- To conduct market or customer satisfaction research or for statistical analysis.
- Conducting credit reference searches or- verification when requested by the customer
- For audit and record keeping purposes.
- In connection with legal proceedings.
- Providing communication in respect of regulatory matters that may affect our customers.

Disclosure of Information:

We may disclose your information:

- Where we have a duty or a right to disclose in terms of law or industry codes.
- Where we believe it is necessary to protect our rights. Safeguarding your Information:

Director: CH. Paterson



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We are legally obliged to provide adequate protection for the personal information we hold and to and to prevent any unauthorized access and/or use of personal information. We will continuously review our security controls and processes to ensure that personal information remains secure.

Access and Correction of Personal Information:

Customers have the right to access, update, correct or delete the personal information we hold relating to them. Once a customer objects to the processing of their personal information, we may no longer process said personal information.

If you have any queries about this notice, wish to withdraw consent or access, or correct your personal information, please do not hesitate to contact us.

Kind Regards.

Martin Van Rooyen

Sales Manager

Director: CH. Paterson