

Dear Valued Client

As you are aware the **Protection of Personal Information Act (POPIA)** came into effect on the 1<sup>st</sup> of July 2021.

At **PCBS Construction & Customs Bonds Services (Pty) Ltd** we respect your constitutional right to privacy and are committed to and bound by the terms and provisions of the Protection of Personal Information Act 4 of 2013 (“POPI”) regarding the acquisition, usage, retention, transmission and deletion of your personal information.

We want to assure that we are committed to protecting your privacy while processing your personal and confidential information.

We confirm that we comply with the eight conditions for the lawful processing of personal information namely:

1. Accountability;
2. Processing limitation;
3. Purpose specific;
4. Further processing limitation;
5. Information quality;
6. Openness;
7. Security safeguards
8. Data subject participation.

We have high level security measures in place to protect your personal information. The personal information collected is for the primary purpose of providing you with insurance cover and for all other activities and processes incidental to and relevant to this purpose.

Your personal information is kept confidential however we shall disclose it to certain third parties as required and other insurers for the specific purpose of insurance and to reduce and prevent any form of fraudulent activity.

Should we ever experience a data breach please note that you will be informed of such breach and the necessary steps will be taken to rectify such breach.

#### Contacting us

If you have any questions about your rights as a data subject please contact our POPI responsible person at [lukas@pcbs.co.za](mailto:lukas@pcbs.co.za).

Yours sincerely



**LA Marquart**  
Director