



## **HJ Bosch and Sons Autobody Repair Network Privacy Notice**

### **Introduction:**

Your privacy is critically important to us we are committed to handling your personal information with the utmost respect and care. By closely following the guidelines and standards of the POPI Act we not only comply with the law but also ensure that your data is secure and safe.

If you have questions about deleting or correcting your personal data please contact our administrative office.

It is HJ Bosch & Sons Autobody Repair Network policy to respect your privacy regarding any information we may collect while operating our websites.

We reserve the right to update this notice.

### **Who we are:**

HJ Bosch and Sons Panel Beaters is a fifty-one (51) years old brand that has opened its first branch in Hercules in 1969.

Since that time, the branch has grown from a small panel shop to a network of three branches in Pretoria, with a combined floor space of about 6000 square meters.

HJ Bosch and Sons uses the latest technology to repair major structural damage.

### **The type of personal information we collect:**

We currently collect and process the following information, including but not limited to:

- Client names;
- Addresses;
- Email details;
- VAT Numbers;
- Company registration numbers;
- Banking Details;



### **How we get the personal information and what we use it for:**

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

- Contractual obligations;
- Payment collection purposes;
- Marketing Purposes;

We also receive personal information indirectly, from the following sources in the following scenarios:

- Marketing related purposes

We may share this information with:

- Banking Institutions;
- SARS- verification purposes;
- Auditors;
- Suppliers;

### **When will we process your personal information:**

In terms of Section 11 of the Protection of Personal Information Act (POPI), the justification ground which we base our processing on consist out of the following:

- 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;
  - The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
  - The processing complies with an **obligation** imposed by law on the business;
  - The processing protects a **legitimate** interest of the data subject;
  - The processing is necessary for the proper performance of a **public law** duty by the business;
- Or
- The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.



### **How we store your personal information:**

Your information is securely stored: on our system and at our premises.

We keep your information according to our data retention policy. We will then dispose your information according to our data destruction policy.

### **Your data protection rights:**

- You are entitled to access your personal data by sending a written request to [yvette@mcbmanco.co.za](mailto:yvette@mcbmanco.co.za). We may charge you a fee for this service.
- You may also request us to correct or supplement any of your personal data which we will undertake as soon as practicable.
- Request the destruction of your personal data. We will consider your request in light of any other laws or regulations prohibiting us 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 us at 0825528911 if you wish to make a request.

### **Contact details:**

Name: Yvette Jonker

Address: Lombardy Corporate Park, Shere

Phone Number: 0825528911

E-mail: [yvette@mcbmanco.co.za](mailto:yvette@mcbmanco.co.za)

### **How to complain:**

If you have any concerns about our use of your personal information, you can make a complaint to us at [yvette@mcbmanco.co.za](mailto:yvette@mcbmanco.co.za)

Should you believe that HJ Bosch & Sons Autobody Repair Network has utilised your personal information contrary to Applicable Laws, you undertake to first attempt to resolve any concerns with HJ Bosch & Sons Autobody Repair Network. If you are not satisfied with such process, you have the right to lodge a complaint with the Information Regulator, using the contact details listed below.



**The Information Regulator (South Africa)**

JD House, 27 Stiemens Street,  
Braamfontein, Johannesburg, 2001  
P.O Box 31533  
Braamfontein, Johannesburg, 2017

**POPIA Complaints email: [POPIAcomplaints.IR@justice.gov.za](mailto:POPIAcomplaints.IR@justice.gov.za)**

**PAIA Complaints email: [PAIAcomplaints.IR@justice.gov.za](mailto:PAIAcomplaints.IR@justice.gov.za)**