

PUBLIC PRIVACY NOTICE OF MAXIM TRADING ENTERPRISES (PTY) LTD

CONTENTS

Approval & Contact Information	Page 1
Updates	Page 1
Definitions and abbreviations	Page 1
Aim	Page 2
Types of Personal Information	Page 2
How we gather Personal Information	Page 2
Purpose	Page 3
Sharing of Personal Information	Page 3
Security	Page 4
Acceptance & consent	Page 4
Right to access, amend, remove or object	Page 4

Approval

This Privacy Notification has been adopted by our Information Officer with effect from 1 July 2021, in compliance with The Protection of Personal Information Act 4 of 2013 (as Amended) and other statutes.

Contact Information

Should you have any queries, concerns or questions about this Notification, or about how personal information will be processed, kindly address them directly with our Information Officer on +2711 918 1800.

Updates

This policy shall be updated, as and when required, by amendments made to the Protection of Personal Information Act 2013 (“POPI”) and any other applicable legislation. All updates shall be subject to the approval of the Information Officer.

Definitions and abbreviations

Account	Means a unique record created
Company/Corporation/Corporate	The Responsible Party -Maxim Trading Enterprises (Pty) Ltd
Cookies	Small files that are placed on technological devices, by a website, containing the details of browsing histories
Country	The Republic of South Africa
Device	Any piece of equipment which is capable of sending, receiving or viewing an electronic record
IO	Information Officer as registered with The Information Regulator of South Africa
IR	Information Regulator as established in terms of Section 39 of the POPI Act

PRIVACY NOTIFICATION- External

MTE	Maxim Trading Enterprises (Pty) Ltd and its employees
Personal information	Means any information relating to an identifiable living, natural person, and where applicable any juristic person
POPI Act	The Protection of Personal Information Act 4 of 2013 (as Amended)
Processing, gathering or collecting	Means the collection, receipt, recording, organisation, collation, storage, modification, retrieval, alteration, consultation of use, transmission, distribution or destruction of information
Website	Refers to https://maximtrading.co.za
Your	Data Subject -any natural or juristic person accessing or using MTE's services

Aim

It has always been part of our Corporate Culture to take the protection of personal information seriously and to actively raise awareness thereto. This Privacy Notification describes our policies and procedures on the collection, use and disclosure of your information, when you use our services, and advises you about your privacy rights and protection in terms of the POPI Act.

Types of Personal Information

We typically process the following categories of personal data about you:

- E-mail addresses and designation.
- First name and surname, contact details and addresses.
- Usage data.
- Corporate details including logos and statutory numbers.
- Payment Information.
- Technical Drawings, guarantees, warranties.
- Or any other information you provide to us voluntarily.
- You may only provide us with your own information and may only provide us with another party's information if you have their permission to do so. Under no circumstances should you provide us with personal information pertaining to a minor, or in relation to any illegal activity.

How do we collect your Personal Information?

Usage data is collected automatically when you access our Website, through tracking technologies such as cookies and web beacons, and may include:

- Your IP address.
- Your Internet Service Provider.
- Your browser type and version.
- Your unique device identifiers and other diagnostic data.
- Your search words entered, pages visited and frequency.
- Your date and time of access, description of files retrieved.

PRIVACY NOTIFICATION- External

- The volume of data you transmit.

If you complete the “Get in Touch” option on our website, we shall collect:

- Your name.
- Your e-mail address.
- And any other personal identifiers you voluntarily provide in the “message” box.

If you voluntarily communicate with us by electronic mail we shall collect and where appropriate, store the information you provide.

If you voluntarily provide us with any documents, we shall collect and where appropriate store the information you provide.

We make every effort to ensure that your personal information is captured correctly and kept up to date. We have an internal Retention and Destruction Policy to ensure that we do not keep your Personal Information for longer than is necessary in terms of our applicable laws and to fulfil our obligation to you.

Purpose

If you choose to purchase a product or service from us, or if you choose to supply us with a product or service, we use and store your Personal Information as provided by you in accordance with this Privacy Notice. We collect Personal Information to fulfil a contract of supply and demand, to manage orders, invoices, to respond to questions and to process payments We are not in the business of sending promotional or marketing messages and shall therefore not store your information for those purposes. Equally, we shall not knowingly provide your information to others for such purposes.

A substantial portion of the information we gather from you is good corporate governance and is mandatory to provide for statutory, contractual, administrative, technical, and similar reasons. It enables us to plan, organise, manage, monitor and quality assess the service we provide, thereby protecting our customers, suppliers, and employees.

Sharing of personal Information

We shall only share your information with third parties for the purposes of

- fulfilling our obligations in providing you with a product or service
- fulfilling our obligations in receiving your product or service
- fulfilling our obligations in placing or receiving an order
- in accordance with our applicable laws
- legal reasons as required by our relevant authorities or a court order.

We shall require that anyone we share your Personal Information with, shall honour our Privacy Notification wherever possible in terms of their applicable laws.

We may assign our rights to your Personal Information in the event of a change of ownership of MTE, should a change of ownership occur. In which case we will require such owner to be consistent with this Policy.

We do deal with international entities and, for us to fulfil an order or contract, we may be required to transfer your personal information outside of the Republic of South Africa to a foreign country,

where such country may have less stringent data protection laws. By supplying us with your Personal Information you are providing us with the necessary consent to do so.

Security

We always do our best to maintain all reasonable technical, administrative, and physical controls to secure your Personal Information. However, there is always some risk that an unauthorised third party intercepts an electronic communication. We therefore request that you exercise caution and take protective measures on your side when submitting your Personal Information to us, and that you take cognisance of the benefits and associated risks.

Internally we restrict access to your personal information on a need-to-know basis, ie. only to employees who require such data in the performance of their duties.

We take reasonable measures to ensure the physical security of our premises.

We use hardware and software information security tools on our Devices.

We have a duly appointed IO and Deputy Information Officer, and instructions in place in the unlikely event of a security breach.

Acceptance and consent

You may not supply any products and/or services to us if you do not accept this policy or any amendments thereto. Equally, you may not purchase any products or services from us if you do not accept this policy or any amendments thereto.

We may change this policy at any time by publishing the changes on our website, or by an electronic communication to you.

Right to access, amend, remove or object

You have the right to access and to protect your Personal Information. You also have the right to object to the processing of your Personal Information.

Should you wish us to update or remove your Personal Information, kindly contact us on: 011 918-1800, and we shall gladly do so. Should there be a small fee involved, provided the applicable law allows us to do so, we shall advise you thereof.

In the event you wish to object to the processing of your Personal Information, you are welcome to address the matter with the IR by completing the necessary Form 1, or Form 2. on The Information Regulator's website

<https://www.justice.gov.za/infoereg/>

Should you have any other queries in relation to this policy, please contact us directly.