

## Innoven Consulting - Privacy Notice

This privacy notice provides details of the personal information we collect from you, what we do with it, how you might access it and who it might be shared with.

### Our Organisation

Innoven Consulting  
 No 235 Beyers Naude Drive  
 Unit 3B, Rustenburg  
 0299  
 South Africa  
 Mobile: +27798928735  
 Telephone: +27145942520  
 Organisation email: [ronel@innoven.co.za](mailto:ronel@innoven.co.za)

### What we do with your personal information

We use your personal information only for the purpose for which it is collected. Among others, this purpose could be to provide a service, assist us with administration, recruit prospective employees or even to comply with a legal obligation.

We may use your personal information for other similar purposes, including marketing and communications, but that will only occur in the case where we have your consent or another lawful justification for doing so.

From our **Suppliers** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Supplier Database Management and Compliance	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires

From our **Customers / Clients** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis.

Processing Purpose	Lawful Basis	Retention Period
Supplier Database Management and Compliance	S11 - To conclude or perform a contract to which the data subject is party	Until no longer needed for purposes of data subject's access

From our **ProcureAI** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis.

<b>Processing Purpose</b>	<b>Lawful Basis</b>	<b>Retention Period</b>
Supplier Database Management	S11 - It is in the legitimate interest of a third party to whom the information is supplied (Updating of Compliance Information and General Contact Details for suppliers dealing with relevant Corporate)	Until no longer needed for purposes of proof

## What personal information do we collect?

We only collect the minimum amount of information that is relevant to the purpose. If you interact with us on the internet, the personal information we collect depends on whether you just visit our website or, use our services.

If you visit our website, your browser transmits some data automatically, such as your browsing times, the data transmitted and your IP address.

If you use our services, personal information is required to fulfill the requirements of that service.

Generally, we collect the following personal information. If there is any specific personal information to collect, we will indicate as such, at or near the time of collection.

- Financial & banking details
- Identification Number
- Location information
- Name, together with other identifying information
- Online identifier
- Physical address
- Telephone number
- Email address
- Shareholder Information
- Compliance Documents
- Confidential Correspondence
- Banking Details

## Who might we share your personal information with?

To maintain and improve our services, your personal information may need to be shared with or disclosed to our service providers, other organisations such as ours or, in some cases, public or legal authorities.

### We transfer personal information to the following organisations and countries:

Data Subject Type	Organisation Name	Type	Country
ProcureAI	Agilus Solutions (Pty) Ltd	Operator	South Africa
ProcureAI	Corporate Mining & Business Clients	Responsible Party South Africa	South Africa
Suppliers	Agilus Solutions (Pty) Ltd	Operator	South Africa
Suppliers	Raath & Van Der Westhuizen	Operator	South Africa
Suppliers	South African Revenue Services	Responsible Party	South Africa
Customers / Clients	Agilus Solutions (Pty) Ltd	Operator	South Africa
Customers / Clients	Corporate Mining & Business Clients	Responsible Party South Africa	South Africa

For the following purposes we may disclose your personal information to authorised third parties because it's in their legitimate interests:

- Supplier Database Management

If we transfer your personal information outside of South Africa, we apply the necessary safeguards which include, confirming whether the receiving country has the proper data protection law, ensuring that there is a binding agreement between parties or, if the transfer is internal to our organisation, commitment to binding corporate rules.

Details of these safeguards may be obtained by contacting us directly.

## How do we look after personal information?

We limit the amount of personal information collected to only what is fit for the purposes as described above. We restrict, secure and control all of our information assets against

unauthorised access, damage, loss or destruction; whether physical or electronic. We retain personal information only for as long as is described above, to respond to your requests, or longer if required by law. If we retain your personal information for historical or statistical purposes we ensure that the personal information cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal information.

## **How can you access your personal information?**

You have the right to request access to any of your personal information we may hold. If any of that information is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely.

***If you would like to make a request to see what personal information of yours we might hold, you may make a request from our organisation website or contact us as per the details above.***

Where you have previously given your consent to process your personal information, you also have the right to request that we transmit your personal information to a different service provider.

Where it may have been necessary to get your consent to use your personal information, at any moment, you have the right to withdraw that consent. If you withdraw your consent, we will cease using your personal information without affecting the lawfulness of processing based on consent before your withdrawal.

## **Our Information Officer**

Ronel Engelbrecht  
ronel@innoven.co.za  
Telephone: ++27145942520  
Mobile: ++27798928735

## **The SA Information Regulator**

You have the right to lodge a complaint with the SA Information Regulator. See the Information Regulator contact details below.

The Information Regulator (South Africa)  
PO Box 31533  
Braamfontein

27 Stiemens St  
Braamfontein  
2017

***POPIA complaints***

[POPIAComplaints@info regulator.org.za](mailto:POPIAComplaints@info regulator.org.za)

***PAIA complaints***

[PAIAComplaints@info regulator.org.za](mailto:PAIAComplaints@info regulator.org.za)