



Protection of Employee Information Policy

SOP No:	2.45
Revision	0
Effective Date	05.07.2021
Page 1 of 2	

Introduction

Rolfes Leather is an innovative, solutions-driven Leather solutions supplier that is obligated to comply with the Protection of Personal Information Act 4 of 2013.

POPI requires Rolfes Leather to inform their personnel as to the manner in which their personal information is used, disclosed and destroyed. Rolfes Leather guarantees its commitment to protecting its Employee's privacy and ensuring that their personal information is used appropriately, transparently, securely and in accordance with applicable laws. The Policy sets out the manner in which Rolfes Leather deals with their Employee's personal information, and stipulates the purpose for which said information is used.

Personal Information Collected

Section 9 of POPI states that "Personal Information may only be processed if, given the purpose for which it is processed, is adequate, relevant and not excessive." The type of information will depend on the need for which it is collected and will be processed for that purpose only. Whenever possible, Rolfes Leather will inform the employee as to the information required and the information deemed optional. Examples of personal information we collect include, but is not limited to:

- Identity number, name, surname, address, postal code;
- Medical History

The Usage of Personal Information

The Employee's Personal Information will only be used for the purpose for which it was collected and as agreed.

This may include:

- Conducting credit reference searches or- verification;
- In connection with and to comply with legal and regulatory requirements or when it is otherwise allowed by law.

According to section 10 of POPI, personal information may only be processed if certain conditions, listed below, are met along with supporting information for Rolfes Leather processing of Personal Information:

- The employee's consents to the processing

Safeguarding Employee and Employee Information

It is a requirement of POPI to adequately protect personal information. Rolfes Leather will continuously review its security controls and processes to ensure that personal information is secure.

The following procedures are in place in order to protect personal information:

- Rolfes Leather has appointed an information officer as per the act.
- This Policy will be in place throughout Rolfes Leather, and training on this policy and the POPI Act will take place and will be completed before July 2021;
- Each new employee will be required to sign an Employment Contract, containing relevant consent clauses for the use and storage of employee information, or any other action so required, in terms of POPI;



Protection of Employee Information Policy

SOP No:	2.45
Revision	0
Effective Date	05.07.2021
Page 2 of 2	

- Every employee currently employed within Rolfes Leather will be required to sign an addendum to their Employment Contracts containing relevant consent clauses for the use and storage of employee information, or any other action so required, in terms of POPI;
- Rolfes Leather Archive Employee information is stored on site which is also governed by POPI, access is limited to these areas to authorized personal.
- Rolfes Leather product suppliers and other third party service providers will be required to sign a Service Level Agreement guaranteeing their commitment to the Protection of Personal Information; this is however an ongoing process that will be evaluated as needed.
- All electronic files or data are Backed Up by the IT Contractor which is also responsible for system security that protects third party access and physical threats. The IT Contractor is responsible for Electronic Information Security;
- Consent to process Employee information is obtained from Employees (or a person who has been given authorisation from the Employee to provide the Employee's personal information) during the introductory, appointment and needs analysis stage of the relationship.

Access and Correction of Personal Information

Employees have the right to access the personal information Rolfes Leather hold about them. They also have the right to ask Rolfes Leather to update, correct or delete their personal information on reasonable grounds. Once a person objects to the processing of their personal information, Rolfes Leather may no longer process said personal information. Rolfes Leather will take all reasonable steps to confirm the person's identity before providing details of their personal information or making changes to their personal information.

Amendments to This Policy

Amendments to, or a review of this Policy, will take place on an ad hoc basis or at least once a year. Where material changes take place, Employees will be notified directly.

Quintin Marais
Managing Director

Signature:

Date: 05 July 2021