



MOUNT EDGECOMBE
COUNTRY CLUB ESTATE

PRIVACY NOTICE

Introduction:

We respect your privacy and take it very seriously. We are Mount Edgecombe Country Club Estate Management Association 1, and this is our plan of action for the protection of your personal information. It describes how we **collect, use, disclose, and store** your personal information.

Application

This Privacy Notice applies to you when you visit our website, use our visitor management system, or use any of our services as a customer.

Who we are

Mount Edgecombe Country Club Estate Management Association 1 is a multi-generational, premium Residential and Golfing Estate.

The type of personal information we collect:

The information we collect, and process includes but is not limited to the following information;

- Your name and contact information, your email address, contact telephone numbers, physical address, postal address
- Your identity number, passport number
- Your date of birth, age, gender, nationality, title and language preference
- Your biometric information
- Your vehicle registration number and driver license
- Your verified bank details if you opt to go onto our Debit order system managed by Meccema 2
- Your employment details
- All information regarding your domestic or caregiver
- Information regarding your pets
- All correspondence received from you
- Any other personal information that reasonably required by us to engage with you and/or provide services to you

How we get the personal information and what we use is for:

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

- We may collect or obtain personal information about you:
 - (a) directly from you;
 - (b) during the course of our interactions with you;
 - (c) when you visit the Estate;
 - d) when you visit and/or interact with our website or any other social media platforms or IT services;
 - (e) from publicly available sources;
 - (f) from a third party who is authorised to share that information; and
 - (g) via a mobile or other software app developed for the Estate.

We use the information that you have given us in order to:

- We may process your personal information to fulfil our obligations to you.

We may share this information with:

We may share your personal information with third parties for the purposes of fulfilling our obligations to you, including with:

- Auditors, Legal and other professional advisers and third parties who help us deliver services, including the Estate's Managing agents, Insurance company
- All committee members of the Association
- Third parties as required by applicable law
- Government and law enforcement authorities
- To any other third party that you have consent to disclosure

When will we process your personal information:

In terms of the Protection of Personal Information Act (POPIA), the justification ground which we base our processing on consists 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:

- In electronic or in hard copy, which is kept at our own premises or sites managed by our service providers;

Retention. We will only keep your personal information for as long as is necessary to fulfil our obligations to you, unless you have given us permission to keep it longer or we are otherwise legally allowed to do so.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to the Information officer. We may charge you a fee for this service.
- You may also request the information officer to correct or supplement any of your personal data which she will undertake as soon as practicable.
- Request the destruction of your personal data. The information officer will consider your request in light of any other laws or regulations prohibiting Meccema 2 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 Rieva McMurtrie on rieva@mountedgecombe.com **should** you wish to make a request.

Contact details:

Name: Meccema 1

Address: 1 Fairways Reach

Phone Number: 0315025360

E-mail: rieva@mountedgecombe.com

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at rieva@mountedgecombe.com

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

Their contact details are as follows:

The Information Regulator (South Africa)

33 Hoofd Street

Forum III, 3rd Floor Braampark

P.O Box 31533

Braamfontein, Johannesburg, 2017

Complaints email: complaints.IR@justice.gov.za