	CKJ Building Construction Private Policy Notice	Doc: CKJ 044
		Date: 2022
		Reviewed: March 2022
		Approved F Kilian
		Date: 25 April 2022

CKJ Building Construction Private Policy Notice

Introduction:

This Notice explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act (“POPIA”).

CKJ Building Construction (and including our website, (<https://www.ckjbuilding.co.za>) are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

Who we are:

Our focus is the building and construction industry and is often described as being unscrupulous and "a dark science" by those outside of the industry and, often this has been proven to be true. In the interest of an ongoing trust relationship between CKJ Building Construction and the customer, our approach to building is based on attaining the maximum level of transparency possible within both the technical and commercial processes. In a building project, there are numerous professional resources that contribute to the design and architectural phases, with an ongoing focus on technical and construction integrity. It is our practice to work as closely as possible under the guidance of these parties, who represent your interests in the project.

The type of personal information we collect:

We currently collect and process the following information:

Personal identifiers, contacts and characteristics (for example, name and contact details)

EXAMPLE: We collect and process your personal information mainly to contact you for the purposes of understanding your requirements, and delivering services accordingly. For this purpose, we will collect contact details including your name and organisation.

We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

Website usage information may be collected using “cookies” which allows us to collect standard internet visitor usage information.

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:


We will use your personal information only for the purposes for which it was collected and agreed with you. In addition, where necessary your information may be retained for legal or user experience optimisation purposes, enabling us to provide you with an enhanced building construction experience with CKJ Building Construction.

For example:

To gather contact information;

To confirm and verify your identity or to verify that you are an authorised user for security purposes;

For the detection and prevention of fraud, crime, money laundering or other malpractice;

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To conduct market or customer satisfaction research or for statistical analysis;
 For audit and record keeping purposes;
 In connection with legal proceedings.

We may disclose your personal information to our service providers who are involved in the delivery of products or services to you. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

Where we have a duty or a right to disclose in terms of law or industry codes;
 Where we believe it is necessary to protect our rights.

Collection of information by “Cookies”

You are aware that information and data is automatically collected through the standard operation of the Internet servers and through the use of "cookies." "Cookies" are small text files a website can use to recognise repeat users, facilitate the user's ongoing access to and use of the Website and allow a website to track usage behaviour and compile aggregate data that will allow content improvements and targeted advertising. Cookies are not programs that come onto your system and damage files. Generally, cookies work by assigning a unique number to you that has no meaning outside the assigning site. If you do not want information collected through the use of cookies, there is a simple procedure in most browsers that allows you to deny or accept the cookie feature; however, you should note that cookies may be necessary to provide you with certain features (e.g., customised delivery of information) available on our websites.

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 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:

Electronic: secure password protected folders

Hard copies: In files in a safe/lockable filing cabinets on our premises

We keep your information as per our Data Retention Policy, minimum retention required in years. We will then dispose your information as per our Data Destruction Policy (both policies available on request).

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Your data protection rights:

- You are entitled to access your personal data by sending a written request to our Information Officer, Sanet Kilian (sanet@ckjbuilding.co.za)
- We may charge you a fee for this service as set out in terms of Condition 8 of POPIA.
- You may also request CKJ Building Construction to correct or supplement any of your personal data which CKJ Building Construction will undertake as soon as practicable.
- Request the destruction of your personal data. Sanet Kilian (sanet@ckjbuilding.co.za)
- CKJ Building Construction will consider your request in light of any other laws or regulations 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 our Information Officer – Sanet Kilian (sanet@ckjbuilding.co.za) if you wish to make a request.

Contact details:

Name: Sanet Kilian (sanet@ckjbuilding.co.za)
Address: 42 Pelican Ave, Rooihuiskraal x9, 0154
Phone Number: +27 79 507 8240
E-mail: sanet@ckjbuilding.co.za
Subject: PRIVACY POLICY

How to complain:

- If you have any concerns about our use of your personal information, you can make a complaint to us by sending an email to our Information Officer, Sanet Kilian (sanet@ckjbuilding.co.za)
- 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)

JD House, 27 Stiemens Street
Braamfontein
Johannesburg
2001

P.O Box 31533
Braamfontein
Johannesburg
2001

Complaints

email: POPIAComplaints@inforegulator.org.za