

	Petrobuild	POLICY
	DATA PROTECTION & POPIA POLICY	2026.01

1. Purpose

The purpose of this policy is to ensure that Petrobuild (Pty) Ltd processes personal information in compliance with the **Protection of Personal Information Act (POPIA), Act No. 4 of 2013**, and to protect the privacy rights of employees, clients, suppliers, and stakeholders.

2. Scope

This policy applies to:

- All employees, contractors, and management
- All personal information processed by Petrobuild
- All systems, records, and platforms used to store or process data

3. Definitions

- **Personal Information:** Any information relating to an identifiable individual or juristic person (e.g., name, ID number, contact details).
- **Processing:** Any activity involving personal information (collection, storage, use, sharing, or destruction).
- **Data Subject:** The person or entity to whom the personal information relates.

4. Principles of POPIA Compliance

Petrobuild is committed to the following POPIA principles:

4.1 Accountability

Petrobuild takes responsibility for ensuring compliance with POPIA.

4.2 Processing Limitation

- Personal information will be processed lawfully and minimally
- Only information necessary for business purposes will be collected

4.3 Purpose Specification

- Information will be collected for a specific, lawful purpose
- Data subjects will be informed of the purpose

4.4 Further Processing Limitation

- Personal data will not be used for unrelated purposes without consent

4.5 Information Quality

- Data must be accurate, complete, and up to date



+27 76 747 9075
+243 834 885 299



Info@petrobuild.co.za



147 Lavender Road, Johannesburg, RSA



Avenue NADIA WETU, Quartier Joli Site Cité du Park, Commune Annexe, Ville de Lubumbashi, Province du Haut Katanga DRC

	Petrobuild	POLICY
	DATA PROTECTION & POPIA POLICY	2026.01

4.6 Openness

- Data subjects will be informed about how their information is used

4.7 Security Safeguards

- Appropriate technical and organisational measures will be implemented to protect data

4.8 Data Subject Participation

- Individuals have the right to access, correct, or delete their personal information

5. Lawful Processing of Personal Information

Petrobuild will only process personal information where:

- Consent has been obtained; or
- Processing is necessary for contract performance; or
- Required by law; or
- Necessary for legitimate business interests

6. Collection of Personal Information

Personal information may be collected from:

- Employees (HR records)
- Clients and customers
- Suppliers and contractors
- Website or digital platforms

All collection will be lawful, minimal, and transparent.

7. Use of Personal Information

Personal information will only be used for:

- Employment and HR management
- Client service delivery
- Supplier and contractor management
- Legal and regulatory compliance
- Business operations



+27 76 747 9075
+243 834 885 299



Info@petrobuild.co.za



147 Lavender Road, Johannesburg, RSA



Avenue NADIA WETU, Quartier Joli Site Cité
du Park, Commune Annexe, Ville de
Lubumbashi, Province du Haut Katanga DRC

	Petrobuild	POLICY
	DATA PROTECTION & POPIA POLICY	2026.01

8. Data Security

Petrobuild will:

- Implement access controls and password protection
- Use secure storage systems (physical and electronic)
- Limit access to authorized personnel only
- Regularly review security measures

9. Data Retention and Disposal

- Personal information will only be retained as long as necessary
- Data will be securely destroyed or deleted when no longer required
- Retention periods will comply with legal requirements

10. Sharing of Information

Personal information may only be shared:

- With consent of the data subject
- Where required by law
- With service providers under strict confidentiality agreements

Petrobuild will ensure third parties comply with POPIA.

11. Data Subject Rights

Data subjects have the right to:

- Access their personal information
- Request correction or deletion
- Object to processing
- Withdraw consent (where applicable)
- Lodge a complaint with the Information Regulator

12. Data Breach Management

In the event of a data breach:

- Immediate action will be taken to contain the breach
- Affected parties will be notified where required
- The Information Regulator will be informed if necessary



+27 76 747 9075
+243 834 885 299



Info@petrobuild.co.za



147 Lavender Road, Johannesburg, RSA



Avenue NADIA WETU, Quartier Joli Site Cité
du Park, Commune Annexe, Ville de
Lubumbashi, Province du Haut Katanga DRC

	Petrobuild	POLICY
	DATA PROTECTION & POPIA POLICY	2026.01

- Corrective measures will be implemented

13. Information Officer

Petrobuild will appoint an **Information Officer** responsible for:

- Ensuring POPIA compliance
- Handling data access requests
- Managing data breaches
- Liaising with the Information Regulator

Information Officer Contact:

Name: ATT: INFORMATION OFFICER

Email: MARKETING@PETROBUILD.CO.ZA

14. Employee Responsibilities

All employees must:

- Protect personal information at all times
- Follow company data protection procedures
- Report any data breaches or risks immediately
- Not disclose confidential information without authorization

15. Training and Awareness

Petrobuild will:

- Provide POPIA training to employees
- Promote awareness of data protection responsibilities
- Regularly review compliance practices

16. Non-Compliance

Failure to comply with this policy may result in:

- Disciplinary action
- Termination of employment or contract
- Legal consequences



+27 76 747 9075
+243 834 885 299



Info@petrobuild.co.za



147 Lavender Road, Johannesburg, RSA



Avenue NADIA WETU, Quartier Joli Site Cité
du Park, Commune Annexe, Ville de
Lubumbashi, Province du Haut Katanga DRC

	Petrobuild	POLICY
	DATA PROTECTION & POPIA POLICY	2026.01

17. Review of Policy

This policy will be reviewed periodically to ensure alignment with:

- POPIA requirements
- Industry best practices
- Company operations

Approved by: Bonita Botha

Position: Managing Director

Date: 1 March 2026



+27 76 747 9075
+243 834 885 299



Info@petrobuild.co.za



147 Lavender Road, Johannesburg, RSA



Avenue NADIA WETU, Quartier Joli Site Cité
du Park, Commune Annexe, Ville de
Lubumbashi, Province du Haut Katanga DRC