

## Business Privacy Notice

Island View Storage (Pty) Ltd trading as Bidvest Tank Terminals (“BTT”, “we”, or “us”) is committed to ensuring that your personal information is always protected because your privacy and trust is important to us. As such, BTT only processes your personal information in line with the provisions of the Protection of Personal Information Act, 4 of 2013 (POPIA), which regulates and controls the processing of a legal entity’s and/or an individual’s personal information in South Africa. BTT is the “responsible party” for the purposes of the POPIA and its Regulations.

The purpose of this Privacy Notice is to inform you about how BTT collects, uses, and shares your personal information as well as the reasons why we need to use and process your personal information. This Privacy Notice applies to everyone who uses our website or who provides us with their personal information in any other platform such as our customers, contractors, service providers, vendors, employees, regulators, state owned entities and public bodies and business partners.

By using the BTT website, you agree to the collection and use of information in accordance with this Privacy Notice.

### Information collection, use and application

While engaging with us, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally, identifiable information may include, but is not limited to, your name, address, telephone number, banking account information including VAT and tax number, education and employment related information and email address (Personal Information).

We may also retrieve your Personal Information when you use our websites, open emails or otherwise communicate with us or from certain third parties or other sources that publish your Personal Information such as social media sites or government agencies.

Personal Information will be processed only to the relevant extent and stated purpose. We may use your Personal Information for purposes of contract negotiation, commercial transactions, general communication with you, complying with our legal and contractual obligations, reporting requirements, recruitment or promotional materials. You will be able to opt-out of these services at any time. We also use your Personal Information for improving the BTT website and services.

### Who do we share your Personal Information with

We may share your Personal Information with our employees, service providers, our professional advisers, regulators and law enforcement, if this is necessary to achieve a legitimate purpose or in order to pursue a legitimate interest, is reasonably necessary to enforce our terms and conditions or other rights or to resolve a query or complaint.

We will not share your information with any third party unless:

- we have your permission;
- we are required to do so by law;
- this is necessary so that we can enforce our terms of use, rights or property or the rights or property of any third party; or
- this is necessary in connection with the sale of our business or its assets (in which case your details will be disclosed to our advisers and any prospective purchaser’s advisers and will be passed to the new owners).

### Access by others and cross border transfer

BTT may from time to time have to disclose your Personal Information to other parties, trading partners, agents, auditors, organs of state, regulatory bodies and/or national governmental, provincial, or local

government municipal officials, but such disclosure will always be subject to an agreement which will be concluded as between ourselves and the party to whom we are disclosing your Personal Information to, which contractually obliges the recipient of your Personal Information to comply with strict confidentiality and data security conditions.

Where Personal Information and related data is transferred to a country which is situated outside of South Africa, your Personal Information will only be transferred to those countries which have similar data privacy laws in place or where the recipient of the Personal Information concludes an agreement which contractually obliges the recipient to comply with strict confidentiality and data security conditions and which in particular will be to a no lesser set of standards than those imposed by POPIA.

## **What are your rights?**

*The right of access:* You may ask BTT (free of charge) to confirm that we hold your Personal Information, or ask us to provide you with details, (at a fee) on how we have processed your Personal Information, which request must be done by following the process set out under the Bidvest Tank Terminals PAIA Manual.

*The right to rectification:* You have the right to ask us to update or rectify any inaccurate Personal Information which we hold of yours.

*The right to object to and restrict further processing:* Where we do not need your consent to process your Personal Information, but you are not in agreement with such processing, you may request that we stop processing your Personal Information.

*The right to withdraw consent:* Where you have provided us with consent to process your Personal Information, you have the right to subsequently withdraw your consent by notifying us.

These rights may be exercised by using the relevant forms housed on the BTT website.

## **Log Data and Cookies**

Like many website operators, we collect information that your browser sends whenever you visit our website (Log Data).

This Log Data may include information such as your computer's Internet Protocol (IP) address, browser type, browser version, the pages of our website that you visit, the time and date of your visit, the time spent on those pages and other statistics.

In addition, we may use third party services such as Google Analytics that collect, monitor and analyse this data. We collect this information for the purpose of our legitimate business interests in maintaining and managing our website and ensuring its security.

Like many websites, we use "cookies" to collect information. Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your computer's hard drive.

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our website. The BTT Cookie Notice may be accessed here: [Bidvest Tank Terminals Cookie Notice \(bidtanks.com\)](https://www.bidtanks.com/cookie-notice)

## **Security**

The security of your Personal Information is important to us. Considering the nature, scope, context, and purposes of processing Personal Information, as well as the risks to individuals of varying likelihood and severity, we have implemented technical and organizational measures designed to protect the security of Personal Information. In this regard we will conduct regular audits regarding the safety and the security of your Personal Information.

Your Personal Information will be stored electronically and in some cases in hard copy files and records, which information, for operational reasons, will be accessible to and or provided to persons employed or contracted by us on a need-to-know basis.

Once your Personal Information is no longer required, such Personal Information will be retained in accordance with BTT records retention schedule, which varies depending on the type of processing, the purpose for such processing, the business function, record classes, and record types. We calculate retention periods based upon and reserve the right to retain Personal Information for the periods that the Personal Information is needed to: (a) fulfil the purposes described in this Business Privacy Notice (b) meet the timelines determined or recommended by regulators, professional bodies, or associations, (c) comply with applicable laws, legal holds, and other legal obligations (including contractual obligations), and (d) comply with your requests.

Do note that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

We will implement safeguards, audit, maintain and update these safeguards frequently.

### **How long do we keep your personal information**

We will only keep information about your visit to our website for as long as is necessary for the purposes we've mentioned. Typically, we delete user browsing information in frequencies as required by various legislation and in line with BTT company business procedure.

### **Changes to this Privacy Notice**

This Privacy Notice is effective as from the date it was approved and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Notice at any time and you should check this Privacy Notice periodically. Your continued use of the BTT website after we post any modifications to the Privacy Notice will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Notice.

### **Contact Us**

If you wish to contact us regarding the use of your Personal Information or you want to object to the further processing of your Personal Information or have any questions about this Privacy Notice, please contact us at [InformationOfficer@bidtanks.com](mailto:InformationOfficer@bidtanks.com).