

Confidentiality Policy

Commitment to POPIA

Santaco Trading (Pty) Ltd t/a TaxiChoice promises to treat all your Personal Information (PI) carefully and responsibly.

We may process your PI because:

- 1 we may need to enter into a contract with you;
- 2 you have given us consent to do so;
- 3 to comply with the law;
- 4 direct marketing.

Respect your rights

TaxiChoice guarantees its commitment to protecting its client's privacy and ensuring that their PI is used appropriately, transparently, securely and in accordance with applicable laws.

Section 9 of POPIA states that "Personal Information may only be processed if, given the purpose for which it is processed, it is adequate, relevant and not excessive."

For the purpose of this policy, confidentiality relates to the transmission of personal, sensitive or identifiable information about individuals or organisations (confidential information), which comes into the possession of TaxiChoice through what it does.

TaxiChoice will not share any of your information with any third party without your prior knowledge and consent. TaxiChoice will also advise you what the PI will be used for.

TaxiChoice has agreements in place with its employees, banking partners, and third-party service providers to ensure a mutual understanding with regard to the protection of the client's PI, and all TaxiChoice's supplier are subject to the same regulations as applicable to TaxiChoice.

Information collected and processed

TaxiChoice collects and processes client's PI pertaining to the client's financial needs. The type of information will depend on the need for which it is collected and will be processed for that purpose only. Whenever possible, TaxiChoice will inform the client as to the information required and the information deemed optional. Examples of PI we collect include, but is not limited to:

- Client Identity number, name, surname,
- Client Operating License details,
- Client Asset Description (Vehicle being purchased)
- Client Association information.
- Client Finance Approval Conditions.
- And any other information required by TaxiChoice.

All personal data are dealt with sensitively and in the strictest confidence internally and externally.

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PI may however be used if it is for certain historical, research or statistical purposes that will not adversely affect your privacy or if you have deliberately made your PI public.

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Your rights as a TaxiChoice client / customer

Where appropriate TaxiChoice will ensure that its clients and customers are made aware of the rights conferred upon them as data subjects. TaxiChoice will ensure that its clients and customers are made aware of the rights conferred upon them as data subjects. TaxiChoice will ensure that it gives effect to the following seven rights:

- The right to access Personal Information
 - A data subject has the right to request access to the personal information related to him/her held by TaxiChoice
- The right to have Personal Information corrected or deleted
 - A data has the right to request, where necessary, to ask that his/ her PI be corrected or deleted;
- The right to object to the processing of Personal Information
 - A data subject has the right, on reasonable grounds, to object to the processing of his/he PI. Should this happen TaxiChoice will give due consideration to the request and the requirements of POPIA.
- The right to object to Direct Marketing
 - A data subject may object to his/ her PI being processed for purposes of direct marketing by means of unsolicited electronic communications.
- The right to complain to the Information Regulator
 - A data subject has the right to submit a complaint to the Information Regulator regarding an alleged infringement of any of his/her rights in terms of POPIA. A data subject will also have the right to institute civil proceedings regarding the alleged non-compliance with the protection of his/her PI.
- The right to be informed
 - A data subject has the right to be informed that his/her PI is being collected; a data subject also has the right to be notified in any situation where TaxiChoice has reasonable grounds to believe that PI of a data subject has been accessed / acquired by an unauthorized person.

Principles

- It is a requirement of POPI to adequately protect PI. TaxiChoice continuously review its security controls and processes to ensure that PI is secure. \\
- All personal paper-based and electronic data are only accessible to those individuals authorised to have access.
- TaxiChoice archived client information is stored on site which is also governed, access to these areas is limited to authorized personal.
- All electronic files or data are backed-up by the Group IT, who fully abides to the rules and regulations as set out in POPIA, which is also responsible for system security that protects third party access and physical threats.

Breach of PI

TaxiChoice has implemented the necessary security controls to prevent any breach of confidentiality. Where there are reasonable ground to believe that the PI of a data subject has been accessed or acquired by any unauthorized person, the process as set out in section 22 of POPIA will be adhered to.

Right to amend this Privacy Statement

TaxiChoice reserves the right to change this Statement at any time. All changes to this Statement will be posted on the website.