



# Beyond Payroll 365 (Pty) Ltd - Privacy Notice

This privacy notice provides details of the personal information we collect from you, what we do with it, how you might access it and who it might be shared with.

## Our Organisation

Beyond Payroll 365 (Pty) Ltd  
67  
13th Street, Parkmore  
2196  
South Africa  
Mobile: +27108248202  
Telephone: +27108227799  
Organisation email: info@bp365.co.za

## What we do with your personal information

We use your personal information only for the purpose for which it is collected. Among others, this purpose could be to provide a service, assist us with administration, recruit prospective employees or even to comply with a legal obligation. We may use your personal information for other similar purposes, including marketing and communications, but that will only occur in the case where we have your consent or another lawful justification for doing so.

From our **Service Providers** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Auditing and taxation services	S11 - To conclude or perform a contract to which the data subject is party	Until no longer needed for purposes of data subject's access
Business advisory	S11 - To conclude or perform a contract to which the data subject is party	Until no longer needed for purposes of data subject's access

From our **Customers / Clients** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis..

Processing purpose	Lawful basis	Retention period
Customer sales, service and support	S11 - To conclude or perform a contract to which the data subject is party	Upon conclusion of the service, event or promotion

## What personal information do we collect?

We only collect the minimum amount of information that is relevant to the purpose. If you interact with us on the internet, the personal information we collect depends on whether you just visit our website or, use our services. If you visit our website, your browser transmits some data automatically, such as your browsing times, the data transmitted and your IP address.

If you use our services, personal information is required to fulfill the requirements of that service.

Generally, we collect the following personal information. If there is any *specific* personal information to collect, we will indicate as such, at or near the time of collection.

- Online identifier
- Physical address
- Identification Number
- Telephone number
- Confidential Correspondence
- Education history



- Employment history
- Email address
- Financial & banking details
- Location information
- Name, together with other identifying information

Special personal information could be about your health, your racial or ethnic origin, your trade union membership etc. We collect the following special personal information, under the appropriate lawful basis.:

- Race or ethnic origin
  - S27 - For historical, research or statistical purposes, with appropriate guarantees to privacy

## How do we look after personal information?

We limit the amount of personal information collected to only what is fit for the purposes as described above. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction; whether physical or electronic. We retain personal information only for as long as is described above, to respond to your requests, or longer if required by law. If we retain your personal information for historical or statistical purposes we ensure that the personal information cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal information.

## How can you access your personal information?

You have the right to request access to any of your personal information we may hold. If any of that information is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely.

**If you would like to make a request to see what personal information of yours we might hold, you may make a request from our organisation website or contact us as per the details above**

Where you have previously given your consent to process your personal information, you also have the right to request that we transmit your personal information to a different service provider.

Where it may have been necessary to get your consent to use your personal information, at any moment, you have the right to withdraw that consent. If you withdraw your consent, we will cease using your personal information without affecting the lawfulness of processing based on consent before your withdrawal.

## Our Information Officer

Prevash Mungaroo  
info@bp365.co.za  
Telephone: +0108227799  
Mobile: +0833770117

## The SA Information Regulator

You have the right to lodge a complaint with the SA Information Regulator. See the Information Regulator contact details below.

The Information Regulator (South Africa)  
PO Box 31533  
Braamfontein  
27 Stiemens St  
Braamfontein  
2017  
The Information Regulator (South Africa)  
complaints.IR@justice.gov.za  
27827464173  
infoereg@justice.gov.za