



POPI COMPLIANCE FRAMEWORK

INFORMATION REQUIREMENTS - CORRESPONDENCE WHEN COLLECTING INFORMATION

When information is being collected, subjects must be made aware of: (section 18)

Notice regarding Names Database

- The information that is being collected for possible inclusion on the Wall of Names at Freedom Park.
- You have a right to access personal information collected.
- You have the right to require our personal information to be corrected or to object to your personal information being processed.
- Kindly indicate the source from which the information is being collected.
- The Official collecting the information is xxxxxxxx working at Freedom Park, Corner Koch and 7th Avenue, Salvokop, Pretoria.
- The supply of the information by yourself is voluntary.
- Freedom Park will not destroy the information collected in compliance with the National Archives Act.
- The information will be kept after the completion of the process that the information was required for.
- The information collected will be used at Freedom Park, Pretoria, Gauteng in South Africa and it is not intended for the information to leave South Africa.
- The information will be received by the Official xxxxx and will be submitted for consideration by:-
 - H&K Department.
 - Management Committee.
 - Names Verification Committee.
 - Core Business Committee.
Council.
- You have access to the information and the right to rectify any details that you provided.
- You have the right to lodge a complaint to the **Information Regulator at IR@justice.gov.za and Telephone number 011 532 8800.**

Notice regarding Job Advertisement

- The information that is being collected for the filling of the advertised position of xxxxx at Freedom Park
- You have a right to access personal information collected.

- You have the right to require our personal information to be corrected or to object to your personal information being processed.
- Kindly indicate the source from which the information is being collected.
- The Official collecting the information is xxxxxxxx working at Freedom Park, Corner Koch and 7th Avenue, Salvokop, Pretoria.
- The supply of the information by yourself is voluntary.
- Freedom Park will not destroy the information collected in compliance with the National Archives Act.
- The information will be kept after the completion of the process that the information was required for.
- The information collected will be used at Freedom Park, Pretoria, Gauteng in South Africa and it is not intended for the information to leave South Africa.
- The information will be received by the Official xxxxx and will be submitted for consideration by:-
 - HR Department.
 - HR & Remuneration Committee.
Council.
- You have access to the information and the right to rectify any details that you provided.
- You have the right to lodge a complaint to the **Information Regulator at IR@justice.gov.za and Telephone number 011 532 8800.**

Notice regarding Tender/RFP

- The information that is being collected for RFP/Tender No at Freedom Park.
- You have a right to access personal information collected.
- You have the right to require our personal information to be corrected or to object to your personal information being processed.
- Kindly indicate the source from which the information is being collected.
- Freedom Park will not destroy the information collected in compliance with the National Archives Act.
- The information will be kept after the completion of the process that the information was required for.
- The Official collecting the information is xxxxxxxx working at Freedom Park, Corner Koch and 7th Avenue, Salvokop, Pretoria.
- The supply of the information by yourself is voluntary.
- The Information collected is in compliance with the xxxxxx – **(Specify relevant legislation/s)**
- The information collected will be used at Freedom Park, Pretoria, Gauteng in South Africa and it is not intended for the information to leave South Africa.
- The information will be received by the Official xxxxx and will be submitted for consideration by:-
 - Finance Department.
 - Bid Evaluation Committee.
 - Bid Adjudication Committee.
 - Chief Executive Officer. .
- You have access to the information and the right to rectify any details that you provided.
- You have the right to lodge a complaint to the **Information Regulator at IR@justice.gov.za and Telephone number 011 532 8800.**

Declaration List by Security

- The information that is being collected for the purposes of contact tracing in response to the covid 19 pandemic.
- You have a right to access personal information collected.
- You have the right to require our personal information to be corrected or to object to your personal information being processed.
- Kindly indicate the source from which the information is being collected.
- Freedom Park will not destroy the information collected in compliance with the National Archives Act.
- The information will be kept after the completion of the process that the information was required for.
- The Official collecting the information is xxxxxxxx working for the outsourced security company xxxxxxxxxx based at Freedom Park, Corner Koch and 7th Avenue, Salvokop, Pretoria.
- The supply of the information by yourself is voluntary.
- The Information collected is in compliance with the Regulations to the Disaster Management Act.
- The information collected will be used at Freedom Park, Pretoria, Gauteng in South Africa and it is not intended for the information to leave South Africa.
- The information will be received by the Official xxxxx and will be submitted for consideration by:-
 - Chief Executive Officer.
 - HR Manager.
 - Compliance Officer.
- You have access to the information and the right to rectify any details that you provided.
- You have the right to lodge a complaint to the **Information Regulator at IR@justice.gov.za and Telephone number 011 532 8800.**

Freedom Park Website, ICT information through email and social platforms

- The information that is for marketing purposes by Freedom Park.
- You have a right to access personal information collected.
- You have the right to require our personal information to be corrected or to object to your personal information being processed.
- Kindly indicate the source from which the information is being collected.
- The Official collecting the information is xxxxxxxx working at Freedom Park, Corner Koch and 7th Avenue, Salvokop, Pretoria.
- The supply of the information by yourself is voluntary.
- Freedom Park will not destroy the information collected in compliance with the National Archives Act.
- The information will be kept after the completion of the process that the information was required for.
- The Information collected is in for marketing purposes.
- The information collected will be used at Freedom Park, Pretoria, Gauteng in South Africa and it is not intended for the information to leave South Africa.
- The information will be received by the Official xxxxx and will be submitted for consideration by:-
 - Chief Executive Officer.
 - Head of Department: Public Participation.
- You have access to the information and the right to rectify any details that you provided.

- You have the right to lodge a complaint to the **Information Regulator** at IR@justice.gov.za and Telephone number 011 532 8800.