

## **THE RIDGE TUCKSHOP – PROCESSING OF PERSONAL INFORMATION CONSENT NOTICE**

We, Castle Walk Stationers (“CWS”), collaborate with schools in order to supply school children with books, stationery and food. Orders for these goods are placed on our online ordering system by parents or legal guardians and subsequently delivered directly to their children at school (or collected at school) or at specified private addresses. For details on how this process works please visit <http://www.theridgetuckshop.co.za/>

As part of the day-to-day provision of these Services, we need to collect Personal Information from our clients and/or potential clients and their children (hereafter referred to as “your Personal Information”) to ensure that these Services meet their needs and requirements.

Your privacy is important to us and we are committed to processing your Personal Information in a secure, confidential, lawful and transparent manner as detailed in our Privacy Notice, which is available on request or on our website at [www.theridgetuckshop.co.za](http://www.theridgetuckshop.co.za). Please ensure that you familiarize yourself with our Privacy Notice.

### **Personal Information we Process and for what Purposes**

We process (collect, hold, use, transmit, delete, and disclose) your Personal Information in terms of the Protection of Personal Information Act 4 of 2013 (“POPIA”) to enable us to fulfil our obligations to you as part of providing you with our Services (as described above). This chiefly entails the correct provision of goods – that your child receives exactly what is ordered for them by you.

To do so, we collect the following Personal Information about you and/or your child: *Name and surname, address and contact details, school grade of child, school emblem on label, label description.*

All payments to us are made electronically directly through the payment platform PayGate. We therefore do not collect any credit card information or banking details. We will only do so if a client requests to make payments directly to us via an electronic fund transfer.

We will only process and hold your Personal Information for as long as it is necessary for us to do so, and will permanently delete all your personal information as soon as it is no longer required to fulfil our legitimate obligations. For more information on our document retention policy kindly contact our Information Officer using the contact details below.

### **Disclosure of your personal information to 3<sup>rd</sup> Parties**

We will never sell, trade, or rent your Personal Information to others; however, we may share your information with selected third parties including:

- the school your child attends;
- our service providers, suppliers and sub-contractors for the performance of any contract we have entered into with them. They may then process this data on our behalf to help run some of our internal business operations, for example IT or delivery services;
- Governmental or judicial bodies or agencies to comply with our legal and regulatory obligations.

### **Your Rights regarding your Personal Information**

You have a right to access the information we hold about you at any time and further request that it be updated, changed or deleted. You also have the right to withdraw your consent at any time. However, should you do so, we may no longer be able provide you with the services you require.

To exercise the above rights or for any further information regarding our safeguarding of your privacy and processing of your personal information, please contact our Information Officer using the contact details below:

Information Officer: Pietra Matthee

Contact Number: 012 065 0741

Email address: [pietram@cwstationers.co.za](mailto:pietram@cwstationers.co.za)

### **Consent**

**By providing Castle Walk Stationers with the Personal Information detailed herein, I confirm that I have read and understand the contents of this Notice and that I have authorized and consented to Castle Walk Stationers collecting, processing and disclosing to 3<sup>rd</sup> parties my Personal Information (in terms of POPIA) and/or that of my minor child or a child under my legal supervision.**