



## **Consent form in terms of the Protection of Personal Information (POPI) Act, No. 4 of 2013**

1. Please note that as an existing customer and/or supplier of **DOCLINK** ("the Company") hereby acknowledge and understand that the Company holds, stores and processes certain personal information supplied by me/us, which personal information includes but is not limited to name, identity number, telephone number, email address, physical address and financial information/banking details. In terms of POPI, the Company must obtain your consent to continue processing your information.
2. Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation, and use; the dissemination by means of transmission, distribution or making available in any other form, or the merging, linking as well as blocking, degradation, erasing or destruction of information, as described by POPI.
3. In terms of POPI, data subjects (which includes customer, suppliers and employees) whose personal information is being processed, have certain rights under POPI and must provide consent to allow the Company to process its personal information.
4. This consent is effective immediately and will remain effective until such consent is withdrawn.
5. The personal information may only be processed if it is adequate, relevant and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPI. The purpose of the processing of information must relate to a service or similar activity provided by the Company and/or fall within the scope for which the personal information was received.
6. The Company will collect and process only personal information pertaining to the proper functioning, management and governance of its services and/or within the scope for which the personal information was provided.
7. The subjects and categories of information collected will depend on the purpose for which it is collected and will be processed for that purpose only.
8. The Company recognises that personal information may be processed in terms of POPI only if:
  - 8.1. The data subject, or a competent person where the data subject is a minor, consents to the processing.
  - 8.2. Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is a party;



- 8.3. Processing complies with an obligation imposed by law;
- 8.4. Processing protects a legitimate interest of the data subject;
- 8.5. Processing is necessary for the performance of a public law duty, and/or
- 8.6. Processing is necessary for pursuing the legitimate interests of the services rendered or requested.
9. A data subject has the following rights in terms of this consent:
  - 9.1. The right to know what information is being kept, how it is being used, and when the Company will disclose it.
  - 9.2. The right of a data subject to correct their details. The Company will attempt to keep information updated. Should any of details of a data subject change, the Company should be notified to ensure that all records are as accurate as possible.
  - 9.3. The right to revoke consent. Data subjects may revoke the consent that has been given in terms of this form at any time. This should be done in writing and addressed to the information officer of the Company, at [waldi@doclink.co.za](mailto:waldi@doclink.co.za). Revoked consent is not retroactive and will not affect any past or current use of information.
  - 9.4. All the aforesaid information is contained in the Company's policy on the Protection of Personal Information and its privacy statement, the latter being available on the Company's website, and both being available at the Company's offices.

#### **10. Consent to receive marketing information:**

By agreeing to the terms of this consent form, existing customers and/or suppliers expressly consent to the continued processing of their information for marketing purposes. Customers and/or Suppliers must understand that by consenting, they may receive marketing materials, relevant to the Company and its services, in the form of SMSs, WhatsApp messages, emails, phone calls etc. from the Company.

#### **11. Permission to share personal information with third parties strictly in terms of POPI and to legitimately provide the services requested by the data subject and within the scope for which the information was received/collected:**

By agreeing to the terms of this information form, you expressly consent to your personal information being shared with the Company's third parties, agents or employees in order to legitimately render the requested or necessary services. The Company confirms that the personal information shall not be misused or abused, nor recycled or reused.

Please note that if you are happy for the Company to continue to store and process your personal information securely and lawfully, you need not do anything. **However,**



**should you not agree to any of the aforementioned or wish to expressly prohibit the Company from processing your personal information as mentioned above or in any manner whatsoever, please send your objection to [waldi@doclink.co.za](mailto:waldi@doclink.co.za). Please note that once you object, we shall act accordingly and either remove you from our database or delete all your personal information, whichever applies.**

Your objection will be dealt with as soon as possible.

**DOCLINK**