

## **MAXITEC Protection of Personal Information Customer Notification**

MAXITEC is an Internet Service Provider and complies with the Protection of Personal Information Act (POPI) and subscribes to the Code of Conduct of the Internet Service Providers' Association (ISPA).

We collect and processes subscriber, customer, supplier and employees' personal information in order to:

- Obtain information necessary to provide services.
- Fulfill obligations in terms of applicable legislation.
- Fulfill audit and record keeping purposes.
- Conduct credit reference searches.

The personal information collected and processed may include:

- Name, identity/passport number, email address, physical address, telephone number, banking details and correspondence.

We may be required to share personal information to:

- Regulatory, statutory and government bodies
- Suppliers, service providers and vendors
- Employees
- Third party verification agencies and credit bureau
- Collection agencies
- Banks and other financial institutions.

We are committed to protecting Personal Information and as such undertake:

- To never share or sell personal information to unrelated third parties.
- To keep all hard copy personal data locked away.

- Have reasonable technical and organisational measures in place to ensure that the integrity of personal information in its possession is secure and protected against unauthorised or unlawful access.
- To destroy personal information that is no longer required.
- To develop, maintain and enforce a POPI compliance framework.
- Have POPI agreements in place where personal information is shared with service providers and related parties.

## **Information Officer Details**

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