

Quattro Residencia Privacy Notice

Introduction:

The Protection of Personal Information Act 4 of 2013 or POPIA, as it is commonly referred to, have been in effect from 1 July 2021. POPIA is a law that aims to protect your rights to privacy by regulating the manner in which your Personal Information is collected, processed, shared, and stored both by public and private bodies. POPIA will therefore regulate how South African businesses handle your personal information.

Who we are:

We rent and develop upmarket accommodation.

The type of personal information we collect:

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Copies of ID, three months bank statements and 3 months pay slips.

How we get the personal information and what we use is for:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- For new rental enquiries.

We also receive personal information indirectly, from the following sources in the following scenarios:

- From new potential residential tenants
- Students for the student apartments
- We use TPN to do credit checks on potential tenants.

We use the information that you have given us in order to:

- To add tenants to cell to gate for complex entry.
- Communication of changes and developments in complexes.
- Communication that relates to water and electricity.
- Communication for any other information relating the tenant.

We may share this information with:

- Our maintenance teams to go to the correct unit.

When will we process your personal information:

In terms of the Protection of Personal Information Act (POPIA), the justification ground which we base our processing on consist out of the following:

- The data subject or a competent person where the data subject is a child **consents** to the processing. Kindly note that you have the right to withdraw your consent;
- The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party;

- The processing complies with an **obligation** imposed by law on the business;
- The processing protects a **legitimate** interest of the data subject;
- The processing is necessary for the proper performance of a **public law** duty by the business;

Or

- The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

How we store your personal information:

Your information is securely stored:

We keep your information for 5 years. We will then dispose your information by shredding or burning.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to your Portfolio Manager. If there is a request for personal information that we have in our possession, we may charge a fee for such requests and supply same.
- You may also request the Portfolio Manager to correct or supplement any of your personal data which the Portfolio Manager will undertake as soon as practicable.
- Request the destruction of your personal data. The Portfolio Manager will consider your request in light of any other laws or regulations prohibiting Quattro Residencia from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at admin2@quattroproperties.co.za if you wish to make a request.

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at admin2@quattroproperties.co.za.

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

Their contact details are as follows:

The Information Regulator (South Africa)

33 Hoofd Street
Forum III, 3rd Floor Braampark
P.O Box 31533
Braamfontein, Johannesburg, 2017

Complaints email: complaints.IR@justice.gov.za