

PHG PRIVACY NOTICE

Introduction

PHG, a collective of private entities specializing in property development, investment, and management in South Africa, values your privacy and is committed to protecting your personal data. This Privacy Notice complies with the Protection of Personal Information Act 4 of 2013 (POPI Act) and explains how we collect, use, share, and secure your personal information.

Information Officer

Should you need to contact us regarding your personal data, our Information Officer, Adam-John Boshoff, can be reached at:

E-mail: aj@phg.co.za
Phone Number: 051 448 8831
Address: Suite 1A, 1st Floor, 101 on Olympus, 101 Olympus Drive, Helicon Heights, Bloemfontein, 9301

Types of Personal Information We Collect

We collect data that identifies you directly or indirectly. This may include but is not limited to:

- Contact details: your name, surname, email address, and telephone number.
- Correspondence: Any additional information you provide through emails, letters, or calls.
- Transaction details: Information relating to transactions for fulfilling your instructions.
- Your employment status, tax jurisdiction, financial status, and property information.

Data Source and Usage

Your personal information is either provided directly by you or obtained indirectly from third parties. We use your information to:

- Offer, extend, or modify services to you.
- Understand your needs and preferences.
- Improve the quality of our services.
- Resolve any queries, complaints or requests.
- Verify the accuracy of the personal information provided.
- Share with third parties for business purposes or credit risk analysis, if necessary.

Third-Party Sharing

We may share your personal data with our trusted partners, service providers, and other third parties that perform services on our behalf. All our third-party service providers are required to take appropriate security measures to protect your personal data in line with our policies. We do not allow them to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

Marketing

We may use your personal information to market our services to you via telephone, or electronic communication. You can request us to stop sending marketing communications at any time.

Storing Your Personal Information

We retain your personal information for as long as required by law or necessary for our services. These records may be held in electronic format.

Your Consent

If you've given your consent for us to process your personal data, you can withdraw it at any time. This does not affect the processing that's already occurred.

Objecting to the Processing

You have the right to object to the processing of your personal information under certain circumstances. If we agree with your objection, your personal information will only be processed as provided for in the law.

Security of Personal Information

We have implemented measures to ensure the security of your personal information. Only employees and service providers who need access to your information to perform their duties are granted access and only if they comply with our security measures.

Your Rights under the POPIA

You can access, correct, supplement, or request the destruction of your personal data. For more information on how to exercise these rights, please refer to our Promotion of Access to Information Act 2 of 2000 Manual (PAIA Manual), which may be accessed on request. You can make these requests by sending an email to hr@phg.co.za.

Accuracy of Personal Information

Please inform us as soon as any of your information changes.

Changes to our Privacy Notice

We reserve the right to update or change our Privacy Notice as necessary to reflect changes to our practices or for other operational, legal, or regulatory reasons. The most current version of our Privacy Notice will always be posted on our website at www.phg.co.za. Please review this Privacy Notice frequently to stay updated on any changes. Your continued use of our services after any modifications to this Privacy Notice will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Notice.

Complaints

If you have any concerns regarding this Privacy Notice or our data processing activities, please contact our Information Officer. You may also lodge a complaint with the Information Regulator.

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