J and J Waste Equipment Fabrications (Pty) Ltd Privacy Notice

**Introduction:**

The Privacy Notice explains how J and J Waste Equipment Fabrications (Pty) Ltd obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act (“POPIA”).

At J and J Waste Equipment Fabrications (Pty) Ltd we are committed to protecting your privacy and to ensure that you’re personal information is collected and used properly, lawfully and transparently.

**Who we are:**

 The company started in 1987 and over the past number of years the company has grown to become one of the leaders in the manufacture of waste and recycling containers. We have recently erected a new factory which was designed specifically to manufacture waste bins thus giving the company an increased productivity rate. We are presently adding a further building of over 1500 sq. mtrs to the property to accommodate the increase in orders. We are also in the process of building 4 specialized pieces of equipment that will drastically reduce the manufacturing cost of the end product. This saving will eventually be passed on to the end user.

 The company manufactures a variety of bins from small 3 cubic mtr skips to 35 cubic mtr rollon bins. The standard 6 cubic mtr skips are manufactured from 4.5 mm thick material and constructed in such a manner that all the edges overlap each other in a way that locks the whole bin together. The floor has been pressed into an IBR form similar in design to that used on roof sheeting, giving high strength and keeping the weight of the product to a minimum. The front & back of the bins are tapered thus allowing them to be stacked for ease of transport. Due to many companies using both REL skips along with standard skips most companies have now opted to consolidate and use only 5.5 cubic mtr skips. This enables the stacking of both standard skips along with REL skips more feasible. The lifting lugs on the sides of the bin are forged from solid bar making this stronger & durable in the environment it is intended for. These skips can be altered to customer specifications e.g. Lids with lockable doors, fully welded for wet waste etc. The company keeps a stock of approximately 50 bins minimum at any one time to assist clients when bins are required urgently, we can complete and spray up to 20 bins in 24 hours. The sub-assembly on the rollon bins are made from rolled channels. The sides are clad using 3mm thick plates, however this sometimes is increased to 4 or 4.5mm pending client specifications. We usually carry stock of approximately 100 units of the standard 6 & 5.5 cubic mtr bins.

 If we can assist your company in any way with regards to the supply of waste containers please do not hesitate to contact us on the above, or visit our website on www.jjfabrications.co.za

**The type of personal information we collect:**

We collect and process your personal information mainly to contact you for the purposes of understanding your requirements and delivering services accordingly. For this purpose, we will collect contact details including your name, contact number and email address.

**How we get the personal information and what we use it for:**

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

* The information will be collected directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.
* Information collected will be provided to us by you where we will have access to your name, surname, email address and contact details.
* Information provided will be regarding services provided at J and J Waste Equipment Fabrications (Pty) Ltd.

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

* Website usage information may be collected using “cookies” which allows us to collect standard internet visitor usage information.

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

* We will use your personal information only for the purposes for which it was collected and agreed with you.
* Personal information such as contact details will be obtained in order for J and J Waste Equipment Fabrications to contact you regarding any enquiries made relating to and not limited to the services we provide.

We may share this information with:

* We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.
* Information is shared with relevant departments to who the enquiry is meant for. Each department ensures strict confidentiality, security and privacy are maintained.

**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:

* Employee Files are locked in steel cabinets
* Limited/restricted access to offices storing personal data
* Password protected/encrypted computer systems & servers are in place
* Server backups done Daily to all personal information

We keep your information for as long as the information is used and at least 1 year thereafter, should the information become obsolete. We will then dispose your information securely when no longer required. The information will be disposed of correctly in line with the companies Data Destruction Policy as well as applicable legislation, ensuring the proper destruction and removal of data in such a way that it will no longer be accessible or retrievable.

**Your data protection rights:**

* You are entitled to access your personal data by sending a written request to John Phillip Edwards John@jjfabrications.co.za we may charge you a fee for this service as set out in terms of Condition 8 of POPIA.
* You may also request J and J Waste Equipment Fabrications (Pty) Ltd to correct or supplement any of your personal data which J and J Waste Equipment Fabrications (Pty) Ltd will undertake as soon as practicable.
* Request the destruction of your personal data. John Phillip Edwards our Information Officer and Angelique Baird, our Deputy Information Officers will consider your request in light of any other laws or regulations prohibiting J and J Waste Equipment Fabrications (Pty) Ltd 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 011 864 3668 if you wish to make a request.

**Contact details: 011 864 3668**

**Information Officer:**

Name: John Phillip Edwards

Address: 35 Potgieter Street Alrode Alberton

Phone Number: 011 864 3668

E-mail: john@jjfabrications.co.za

**Deputy Information Officer:**

Name: Angelique Baird

Address: 35 Potgieter Street Alrode Alberton

Phone Number: 011 864 3668

E-mail: Hr@jjfabrications.co.za

**How to complain:**

If you have any concerns about our use of your personal information, you can make a complaint to us at Hr@jjfabrications.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](https://owa.justice.gov.za/owa/redir.aspx?C=Vk7vfuiglJIRD2HwpsUfa_fY0BgFmszRLMKYQyM258la4yFS_0fYCA..&URL=mailto%3acomplaints.IR%40justice.gov.za)