

POPIA PRIVACY NOTICE

Effective Date: October 2026

1. Introduction

Pamodzi Unique Engineering (Pty) Ltd ("PUE", "the Company", "we", "our" or "us") is committed to protecting the privacy and confidentiality of personal information in accordance with the Protection of Personal Information Act, 4 of 2013 ("POPIA").

This Privacy Notice explains how we collect, use, store, share and protect personal information obtained from clients, suppliers, employees, job applicants, website visitors and other stakeholders.

By engaging with PUE, using our website, submitting information to us, or applying for employment opportunities, you acknowledge that your personal information may be processed in accordance with this Privacy Notice.

2. Responsible Party

The Responsible Party for purposes of POPIA is:

Pamodzi Unique Engineering (Pty) Ltd

Website: www.uniqueeng.co.za

Email: unique@uniqueeng.co.za

Recruitment Email: recruitment@uniqueeng.co.za

Telephone: 011 826 6111

Cell: 060 565 3431

Information Officer

The Company's Information Officer is responsible for ensuring compliance with POPIA and handling requests relating to personal information.

For privacy-related enquiries, requests, corrections, objections or complaints, please contact:

Information Officer: Erika Tlaba

Email: erika.t@uniqueeng.co.za

Telephone: 011 826 6111

3. Personal Information We Collect

Depending on the nature of our relationship with you, we may collect and process the following categories of personal information:

Clients, Suppliers and Service Providers

- Full names
- Identity or registration numbers
- Contact details
- Physical and postal addresses
- Banking and payment information
- Tax and VAT details
- Contractual and commercial information

Website Visitors

- Names and contact details submitted through website forms
- IP addresses
- Browser and device information
- Website usage information collected through cookies and analytics tools

Job Applicants

- Curriculum Vitae (CVs)
- Educational qualifications
- Employment history
- References and background information
- Identity documentation
- Contact details
- Any information voluntarily provided during the recruitment process

Employees

- Employment records
- Payroll information
- Banking and tax information
- Medical aid and benefit information
- Training and performance records
- Health and safety records where required by law

4. Purpose of Processing Personal Information

We process personal information for the following purposes:

- Providing engineering, manufacturing and related services

- Managing customer and supplier relationships
- Processing quotations, orders and contracts
- Maintaining business records
- Conducting recruitment and hiring activities
- Managing employment relationships
- Complying with legal and regulatory obligations
- Responding to enquiries and requests
- Improving our products, services and website
- Protecting our legitimate business interests
- Managing health, safety and security requirements

5. Lawful Basis for Processing

Personal information may be processed where:

- The data subject has provided consent;
- Processing is necessary to conclude or perform a contract;
- Processing is required by law;
- Processing protects a legitimate interest of the data subject;
- Processing is necessary for the proper performance of a public law duty; or
- Processing is necessary for the legitimate interests of PUE or a third party.

6. Provision of Personal Information

The provision of certain personal information may be mandatory to:

- Enter into or fulfil contractual agreements;
- Process employment applications;
- Comply with legal and regulatory requirements;
- Provide products and services; or
- Respond to requests and enquiries.

Failure to provide required information may limit our ability to provide services, enter into agreements, process applications or fulfill legal obligations.

7. Sharing of Personal Information

We may share personal information with:

- Employees and authorised representatives who require access to perform their duties;
- Professional advisers, auditors and consultants;

- Service providers and contractors;
- Banking institutions and payment service providers;
- Government departments, regulators and law enforcement agencies where legally required;
- Recruitment partners and employee benefit providers; and
- Other parties where disclosure is authorised or required by law.

All third parties are expected to maintain appropriate confidentiality and security measures when processing personal information on our behalf.

8. Cross-Border Transfers

PUE may use cloud-based technologies, software platforms and service providers that store or process information outside South Africa.

Where personal information is transferred internationally, we will take reasonable steps to ensure that adequate safeguards are in place and that the transfer complies with POPIA and applicable data protection requirements.

9. Security of Personal Information

We take reasonable technical, administrative and organisational measures to protect personal information against:

- Loss
- Theft
- Unauthorised access
- Unauthorised disclosure
- Alteration
- Destruction

Security measures may include access controls, secure storage systems, password protection, employee awareness programmes and other appropriate safeguards.

10. Security Breaches

Should a security breach occur that compromises personal information, PUE will investigate the incident and, where required by law, notify affected individuals and relevant regulatory authorities within the prescribed timeframes.

11. Retention of Personal Information

Personal information will be retained only for as long as necessary to:

- Fulfil the purpose for which it was collected;
- Comply with legal, tax, employment and regulatory obligations;
- Resolve disputes; or

- Enforce agreements and business rights.

When information is no longer required, it will be securely destroyed or de-identified in accordance with applicable legal requirements.

12. Cookies and Website Analytics

Our website may use cookies and similar technologies to:

- Improve website functionality;
- Enhance user experience;
- Analyse website traffic and performance; and
- Support security and operational requirements.

Users may adjust browser settings to refuse cookies, although this may affect website functionality.

13. Your Rights Under POPIA

Subject to applicable law, you have the right to:

- Access personal information held about you;
- Request correction or updating of inaccurate information;
- Request deletion of information where legally permissible;
- Object to the processing of personal information;
- Withdraw consent where processing is based on consent;
- Lodge a complaint with the Information Regulator;
- Request confirmation of whether we hold personal information about you.

Requests may be submitted to the Information Officer using the contact details provided above.

14. Direct Marketing

Where permitted by law, PUE may send you information regarding products, services, promotions or business updates.

You may opt out of receiving marketing communications at any time by contacting us or by using the unsubscribe mechanism provided in the communication.

15. Recruitment and Employment Applications

Personal information submitted as part of a job application will be used solely for recruitment and employment-related purposes.

By submitting an application, candidates consent to PUE:

- Reviewing and assessing application information;
- Verifying qualifications and experience;
- Conducting reference checks where appropriate;
- Retaining applicant information for future opportunities where consent has been provided.

Information relating to unsuccessful applicants will be retained only for a reasonable period or as permitted by law.

16. Access to Information

Requests for access to company records may be made in accordance with the Promotion of Access to Information Act, 2000 ("PAIA").

Requests should be submitted to the Information Officer using the contact details provided in this Privacy Notice. Any applicable request forms or supporting information will be provided where required.

17. Complaints

Individuals who believe that their personal information has been processed unlawfully may submit a complaint to the Information Regulator:

The Information Regulator (South Africa)

Website: www.justice.gov.za/inforeg

Email: complaints.IR@justice.gov.za

General Enquiries: inforeg@justice.gov.za

We encourage data subjects to first raise concerns directly with PUE to allow us an opportunity to resolve the matter.

18. Changes to this Privacy Notice

PUE reserves the right to amend this Privacy Notice from time to time to reflect changes in legislation, business operations or privacy practices.

The latest version will always be available on our website.

Contact Us

For any questions regarding this Privacy Notice or the processing of personal information, please contact:

Pamodzi Unique Engineering (Pty) Ltd

Website: www.uniqueeng.co.za

Email: unique@uniqueeng.co.za

Telephone: 011 826 6111