

Ross & Foxwell CC Privacy Notice

Introduction:

Ross & Foxwell CC is committed to protecting your personal information when you are making use of our services. We want our services to be safe and enjoyable environments for our clients. This Privacy Policy relates to our use of any personal information you provide to us. In order to provide you with services, we are required to collect information about you.

This privacy policy explains the following:

- what information we may collect about you;
- how we will use information we collect about you; and
- when we may use your details to contact you;

Who we are:

Ross & Foxwell offers a range of locally stocked fragrance oils for use in fine fragrances or perfumes. We also hold a selection of perfume bottles, labels, perfume base and body lotion base.

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)
- Addresses
- Email details
- VAT Numbers
- Registration Number
- Suppliers banking details

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:

- Contractual obligations
- Deliver services to you

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:

1. The cloud
2. In locked cabinets on our premises.

We keep your information according to our data retention policy. We will then dispose your information by deletion, and shredding.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to accounts@o6southafrica.com. We may charge you a fee for this service.
- You may also request us to correct or supplement any of your personal data which we will undertake as soon as practicable.
- Request the destruction of your personal data. We will consider your request in light of any other laws or regulations prohibiting us 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 accounts@o6southafrica.com if you wish to make a request.

Contact details:

Name: Ross & Foxwell cc

Address: CORPORATE PARK NORTH

245 ROAN CRESCENT

UNIT 6 SUMMIT SQUARE 2

MIDRAND

Phone Number: 011 234 8399

E-mail: accounts@o6southafrica.com

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us via email at accounts@o6southafrica.com.

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