



Protection of Personal Information (POPI) Policy

Cart n Haul PTY (Ltd)

REG NO: *CnH020x100*

(Hereinafter referred to as "Cart n Haul")

A. OBJECTIVES:

1. The objective of this Protection of Personal Information Policy ("the Policy"), under the auspices of the Protection of Personal Information Act No. 4 of 2013 ("the Act"), is to protect Cart n Haul information and data assets (held permanently and/or temporarily, whether directly and/or indirectly), from any internal and/or external threat and/or dissemination, whether such threat and/or dissemination occurs deliberately and/or accidentally, and to ensure, inter alia:
 - i. Ethical and proper business continuation for Cart n Haul and its clients and/or customers and/or contractors and/or associated third parties;
 - ii. The limitation of any losses to Cart n Haul's business reputation and/or brand; and
 - iii. The maximization of Cart n Haul business opportunities.
 - iv. This Policy accordingly establishes the general standards for the appropriate protection of personal information stored and/or collected and/or held and/or divulged to and/or by and/or within Cart n Haul.
 - v. It further provides the principles applicable to the rights of individuals, to privacy and the reasonable safeguards of their personal information.

B. SCOPE:

1. This Policy applies to the Management, Employees, Contractors (Drivers), and other associated representatives of Cart n Haul.
 - i. Cart n Haul is ultimately responsible for ensuring that information security is properly managed.
 - ii. The Information Officer of Cart n Haul is responsible for:
 - iii. The development and upkeep of this Policy;
2. Ensuring this policy is supported by appropriate documentation, such as procedural instructions;
 - i. Ensuring this policy and any amendments thereto and/or addendums thereto, are communicated to all Directors, employees and associated representatives.



- ii. Cart n Haul Board of Directors, Management, employees and associated representatives, are collectively and individually, responsible for adhering to this Policy, and for reporting any security breaches, infringements, risk areas or incidents to the Information Officer.
- iii. Any contractors and/or sub-contractors and/or external individuals who are contracted and/or required to handle the data and/or information technology of Cart n Haul, shall adhere to the provisions of this Policy, and shall be required to confirm in writing that they accept the provisions hereof and agree to be bound thereby, and shall satisfy Cart n Haul that they have such security measures in place in respect of processing of personal information within their own systems.

C. KEY PRINCIPLES:

1. Cart n Haul, its Board of Directors, Management, Employees and associated representatives, are committed to the following principles:
 - i. To be transparent with regards to the standard operating procedures governing the collection, storage, dissemination, study and processing of personal information.
 - ii. To comply with all applicable regulatory requirements regarding the collection, storage, dissemination, study and processing of personal information.
 - iii. To collect personal information only by lawful and fair means and to process personal information in a manner compatible with the purpose for which it was collected.
 - iv. Where required by regulatory provisions in terms of the Act, to inform individuals when personal information is collected about them.
 - v. To treat sensitive personal information that is collected or processed with the highest of care as prescribed by the applicable regulations.
 - vi. Where required by regulatory provisions or guidelines, to obtain individuals' consent to process their personal information.
 - vii. To strive to keep personal information accurate, complete and up to date and reliable for the intended use only.
 - viii. To develop reasonable security safeguards against risks such as loss unauthorized access, destruction, use, amendment or disclosure of personal information.
 - ix. To provide individuals with the opportunity to access the personal information relating to them and, where applicable, to comply with requests to correct, amend or delete personal information.
 - x. To share personal information, such as permitting access, transmission or publication, with third parties only with a reasonable assurance that the recipient has suitable privacy and security protection controls in place regarding personal information.



- xi. To comply with any restriction and/or requirement that applies to the transfer of personal information internationally.

D. MONITORING:

1. Cart n Haul, its Board of Directors, Management, Employees and associated representatives (including the appointed Information Officer), remain responsible for administering.
 - i. Cart n Haul, its Board of Directors, Management, Employees and associated representatives (including the appointed Information Officer) overseeing the implementation of this policy and, as applicable, supporting guidelines, standard operating procedures, notices, consents and appropriate related documents and processes.
 - ii. Cart n Haul Board of Directors, Management, Employees and associated representatives, shall remain trained according to their functions in regulatory requirements, policies and guidelines that govern the protection of personal information.
 - iii. Cart n Haul will conduct periodic reviews and audits, where appropriate, to demonstrate compliance with privacy regulation, policy and guidelines.

E. OPERATING CONTROLS:

1. Cart n Haul shall establish appropriate privacy standard operating controls that are consistent with this policy and regulatory requirements. This will include, inter alia:
 - i. Allocation of information security responsibilities.
 - ii. Incident reporting and management.
 - iii. User ID addition or removal.
 - iv. Information security training and education.
 - v. Data backup.

F. IMPLEMENTATION:

1. This policy is implemented by Cart n Haul and will be adhered to by the company tasked with collecting and processing of personal information.



2. Non-compliance with this policy may result in disciplinary action and possible termination of employment or mandate, where applicable.

Signed this _____ 24th _____ day of _____ October _____ 2020 _____.

_____ (Chief Executive Officer)