



## **DIEP IN DIE BERG Privacy Notice**

### **Introduction:**

This Notice explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act ("POPIA").

DIEP IN DIE BERG (including this website, [www.diepindieberg.com](http://www.diepindieberg.com)) are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

### **Who we are:**

Diep in die Berg, established over 18 years ago, is a Restaurant, Conference, and Function Centre nestled on the slopes of the picturesque Bronberg Mountain Range in Pretoria East, only minutes away from the N1 and N4 highway.

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

We currently collect and process the following information, including, but not limited to:

- a) information relating to the race, gender, sex, pregnancy, marital status, age, physical or mental health, well-being, disability, religion, language and birth of the person;
- b) information relating to the education or the medical, financial, criminal or employment history of the person;
- c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other particular assignment to the person;
- d) the access control information of the person;
- e) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- f) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

We collect and process your personal information mainly to contact you for the purposes of understanding your requirements, and delivering services accordingly.

#### **BEE LEVEL 1 VERIFICATION**

Owner - Lesley Ramulifho  
Gemvest 45 (Pty) Ltd t/a Diep in die Berg Conference and Function Centre  
Registration Number - 2001/026921/07



We collect information 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.

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

**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 and will be used only for the purposes of which it was collected. In addition, where necessary your information may be retained for legal or user experience optimisation purposes, enabling us to provide you with a better overall experience at Diep in die Berg. Examples as follows:

- To gather contact information;
- To confirm and verify your identity or to verify that you are an authorised user for security purposes;
- For the detection and prevention of fraud, crime, money laundering or other malpractice;
- For audit and record keeping purposes;
- In connection with legal proceedings.

**We may collect or obtain personal information about you:**

- directly from you;
- during the course of our interactions with you (in personal, email, telephonic);
- when you visit and/or interact with our website or any other social media platforms or IT services;
- from a third party who is authorised to share that information;

**We may share and disclose your personal information:**

- to our service providers who are involved in the delivery of products or services to you. (We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.)
- where we have a duty or a right to disclose in terms of law or industry codes;
- where we believe it is necessary to protect our rights.

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### **Collection of Information by “Cookies”**

You are aware that information and data is automatically collected through the standard operation of the Internet servers and through the use of "cookies." "Cookies" are small text files a Website can use to recognise repeat users, facilitate the user's ongoing access to and use of the Website and allow a Website to track usage behaviour and compile aggregate data that will allow content improvements and targeted advertising. Cookies are not programs that come onto your system and damage files. Generally, cookies work by assigning a unique number to you that has no meaning outside the assigning site. If you do not want information collected through the use of cookies, there is a simple procedure in most browsers that allows you to deny or accept the cookie feature; however, you should note that cookies may be necessary to provide you with certain features available on our Website.

### **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 consists 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.

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### **How we store your personal information:**

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

### **Our security policies and procedures cover:**

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

### **International Transfer of Personal Information**

In some cases, the third parties to whom we may disclose your personal information may be located outside your country of residence (for example, in a cloud service, system or server), and may be subject to different privacy regimes.

When we disclose personal information overseas, we will take appropriate safeguards to protect your personal information to ensure that the recipient will handle the information in a manner consistent with this policy and the level of protection provided for in POPIA.

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### **Your rights and obligations:**

We keep most of your personal information while we still have a purpose, we need to provide you with services or where we are legally obligated to do so.

We will also keep your information where you have agreed for us to do so, or have given your consent that we are allowed to do so.

We keep some of your information even after our business relationship has terminated, if it is reasonably necessary to comply with our legal obligations, meet regulatory requirements, resolve disputes, maintain security, prevent fraud and abuse, enforce our other user agreements, or fulfil your request to object to our processing of your information.

You have rights in connection with your personal information. You have many choices about how your information is collected, used, and shared.

In certain circumstances, by law, you have the right to:

- **Request access to your information:** You will be able to ask us what information we have about you as well as ask for a copy of this information. This should be done on request to [operations@diepindieberg.com](mailto:operations@diepindieberg.com). There are some exemptions, which means you may not always receive all the information we process. When we can give you a copy it might be done at a certain fee, which will also be communicated to you at the time of your query.
- **Change or correct information:** You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Delete information:** You can ask us to delete or remove personal information under certain circumstances.
- **Object to processing:** You can do this where we are relying on your legitimate interest, public interest, or our legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your data for direct marketing purposes or where you have given your consent for the specific processing and you want to retract your consent. Retracting your consent does not invalidate the information we lawfully processed while we had your consent to do so.
- **Request the restriction of processing:** You can ask us to suspend the processing of personal data about you, for example, if you want us to establish its accuracy or the reason for processing it.

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### **Changes to our privacy notice:**

We may modify this privacy notice from time to time, as required by changes in legislation. When material changes are made, we will provide notice thereof, to provide you the opportunity to review the changes before they become effective.

You acknowledge that your continued employment after we publish our changes to this privacy notice means that the collection, use, and sharing of your personal information is subject to the updated privacy notice.

### **Legal Disclosures:**

We may need to share your information when we believe it is required by law, legal process or to help protect the rights and safety of you, us, or others. We attempt to notify members about legal demands for their data when appropriate in our judgment unless prohibited by law or court order or when the request is an emergency. We may dispute such demands when we believe, at our discretion, that the requests are overbroad, vague, or lack proper authority, but we do not promise to challenge every demand.

### **Contact details:**

Name: Kerri Bellas

Address: 929 Disselboom Avenue, Wapadrand, Pretoria

Phone Number: 012 807 4630

E-mail: [operations@diepindieberg.com](mailto:operations@diepindieberg.com)

### **How to complain:**

If you have any concerns about our use of your personal information, you can make a complaint to us at [operations@diepindieberg.com](mailto:operations@diepindieberg.com).

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

### **The Information Regulator:**

You have the right to lodge a complaint with the South African Information Regulator. See the Information Regulator contact details below.

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001  
P.O Box 31533, Braamfontein, Johannesburg, 2017

**Complaints email:** [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

**General inquiries email:** [inforeg@justice.gov.za](mailto:inforeg@justice.gov.za).

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