

Privacy Policy

Fine Scrap Metals (Pty) Ltd (the **Company**) is a dealer and recycler of scrap metals.

The Company processes the personal information of any persons who acquire goods or services from the Company (**buyers**) or sell goods or services to the Company (**sellers**) (including prospective sellers and buyers) and all persons with whom the Company may transact (collectively, **Subjects**).

The Company is an established leader in proactive efforts to curb crime within the metal recycling sector and has a zero-tolerance policy on the trade of suspected stolen goods. The Company collects such information to comply with the laws that govern its industry (**Legislation**), including (but not limited to) the Second-Hand Goods Act of 2009 and the Value Added Tax Act of 1991 (Spencer to confirm). The Company also collects personal information for the purpose of growing and safeguarding its business and improving the excellence of the services it offers. These are the Company's essential purposes, referred to below collectively as the **Business Purpose**.

In compliance with the Protection of Personal Information Act 4 of 2013, the Company commits to processing the personal information of Subjects lawfully and in a reasonable manner which does not infringe the privacy of any such person.

How does the Company collect personal information?

1. An identity document or passport must be presented by all sellers and buyers and the Company is required to obtain the following personal information from both sellers and buyers:
 - a. Full name;
 - b. Identity number;
 - c. Physical address;
 - d. Copy of identity document or passport.
2. The Company maintains a register recording each purchase of goods by the Company (acquisition) and every sale of goods (disposal). the register also records the vehicle registration and telephone number of each seller.
3. The Company may take photographs and/or videos to record any transactions.
4. Information is usually collected directly from the Subject.
5. The Company may collect further personal information through email correspondence, personal meetings, telephone calls and in general dealings with Subjects, including (but not limited to) SARS and CIPC registration information, banking details and information confirming registration under the Second-Hand Goods Act and other Legislation.

6. The Company may refer to a Subject's website and any social media profiles, to better understand its activities and ethos and collect any of the aforementioned personal information.
7. The Company may collect personal information about Subjects from third parties, including (but not limited to) employers, SAPS, SARS and CIPC. The Company may run background checks on identity, criminal record and credit history.
8. The Company may monitor activity on its own website and gather information about who is visiting and using the site and how, in order to assess the Company's market reach and improve its service offering.

By transacting with the Company, or attempting or proposing to transact with the Company in any way, you consent to the collection of personal information described in this Privacy Policy and any further collection necessary to fulfil the Business Purpose.

Is providing personal information voluntary or compulsory?

To fulfil the Business Purpose, the Company is required to collect the personal information of Subjects, as set out above.

Providing personal information required by the Second-Hand Goods Act and VAT Act is compulsory. The Company will decline to transact with any person who refuses to comply with the requirements of Legislation.

Providing information not specifically required by Legislation is voluntary. However, the Company reserves the right to decline to transact with any person who fails to provide any information which it has requested from that person and which the Company deems essential, in its sole discretion.

How does the Company store and manage personal information?

The Company may store personal information electronically and/or physically.

The Company will endeavour to take reasonable and appropriate measures to keep such information secure. For example, the Company's server is password protected, its Microsoft software is regularly updated, it maintains anti-virus and anti-malware software, and its buildings are locked and alarm protected after-hours. However, it cannot guarantee the absolute security of personal information.

By transacting with the Company or attempting or proposing to transact with the Company in any way, you consent to the storage and management of personal information described in this Privacy Policy and any further storage and management necessary to fulfil the Business Purpose.

What does the Company do with the personal information?

As described above, the Company uses the personal information which it collects to fulfil the Business Purpose, that is:

1. to comply with Legislation and make proactive efforts to curb crime within the metal recycling sector; and
2. to grow and safeguard its business and improve the excellence of the services offered by the Company.

To carry out the Business Purpose, the Company's owners, managers and employees need to review, consider, verify and discuss the personal information collected by it.

Where required by law, some or all of the personal information collected by the Company may be disclosed to the SAPS, SARS or any other governmental authority or regulatory body.

The Company will also use the personal information collected by it to conduct its business, including the provision of services, marketing and billing.

By transacting with the Company, or attempting or proposing to transact with the Company in any way, you consent to the use of personal information described in this Privacy Policy and any further use necessary to fulfil the Business Purpose.

How long does the Company keep the personal information for?

The Company will retain personal information for the period prescribed in the Legislation.

Registers maintained by the Company in terms of the Second-Hand Goods Act must be kept for at least five years.

The Company also stores and processes personal information for so long as the Company maintains a business relationship or contact with such Subject, and for at least five years thereafter. This is a general rule applied by the Company to:

1. ensure that it maintains personal information of all Subjects who could benefit from the Company's services; and
2. carry out good record-keeping practices, in case the details of any transaction are queried by a Subject, governmental authority or regulatory body.

By transacting with the Company, or attempting or proposing to transact with the Company in any way, you consent to the length of time for which the Company keeps their personal information.

Subjects' rights to deal with their personal information

The Company views itself as the temporary custodian of personal information which is entrusted to the Company and curated by the Company to fulfil the Business Purpose. Each Subject has the right to:

1. withdraw any of the consents given to the Company in relation to the processing of their personal information (however, the Company may continue to process the personal information to the extent necessary to implement a contract with the Subject, or to protect the legitimate interests of the Subject, or to protect the legitimate interests of the Company, or to comply with any legal obligation);
2. ask the Company to reveal what personal information the Company has relating to the Subject and who has had access to that information (in which case the Company will respond as soon as reasonably practicable);
3. ask the Company to correct or delete any of their personal information, which is inaccurate, irrelevant, out of date, incomplete or misleading (in which case the Company will respond by altering its records, or substantiating its records, as appropriate, as soon as reasonably practicable), provided that the Subject will, on request, provide all such correct and accurate personal information as may be required;
4. ask the Company to destroy or delete any of their personal information if it is no longer lawful for the Company to retain it (in which case the Company will respond as soon as reasonably practicable, allowing time for the Company to seek legal advice if necessary);
5. object to the Company processing any of their personal information where the processing is:
 - a. not covered by consent; or
 - b. not necessary for carrying out a contract between the Company and the buyer or seller; or
 - c. not necessary to discharge a legal obligation of the Company,and the Subject has reasonable grounds for objection (in which case the Company must cease processing the personal information);
6. object to the Company processing any of their personal information to prevent any direct marketing by the Company to the Subject (in which case the Company must cease processing the personal information for this purpose);
7. lodge a complaint to the Information Regulator at:

JD House, 27 Stiemens Street
Braamfontein
Johannesburg, 2001

PO Box 31533

Braamfontein, Johannesburg, 2017

Tel: 010 023 5207

Email: complaints.IR@justice.gov.za / inforeg@justice.gov.za.

The Company is a private company registered with CIPC as Fine Scrap Metals Proprietary Limited, registration number 1974/003426/07. The Company's registered address is 16 Industria Street, Jacobs, 4052.

Within the Company's structure, the collection and processing of Subjects' personal information is managed by [James Frost], who is also the Company's Information Officer. For all requests relating to the processing of personal information, the Information Officer may be contacted at james@finemetals.co.za and 031 465 5055.