

AUTORAMA – PRIVACY STATEMENT

1. The Company – Responsible Party

Autorama is a vehicle dealership, operating in the Republic of South Africa, registered in terms of company law with registration number 1997/064370/23. The principle place of business is situated at 33 Voortrekker Street, Klerksdorp. The company's main business is to sell vehicles to the public.

2. Personal Information

In this policy, 'Personal Information' or 'Information' means information about a person, including both natural and juristic persons being customers, potential customers, suppliers and other third parties (collectively referred to as 'Data Subjects') that can be used to identify the Data Subject. Personal information includes, amongst others, name, identifying numbers, address, contact information, banking information and all other personal information as defined in POPI.

3. Collecting Personal Information

As far as possible, Personal Information is collected directly from the Data Subject, but may also be collected from the following sources if it cannot be collected directly from the Data Subject:

- Credit and Information Bureaus for the purposes of information verification related to applications for credit and credit affordability assessments or to update contact details.
- Business partners with whom we have trusted relationships and who are also POPIA compliant, and with whom we have Operator Agreements in place.
- Other parties if the law allows it and if it is requested in terms of legislation.

4. Responsibility

Autorama Dealership assumes all of the responsibilities of a 'Responsible Party' in terms of POPI (this is the party that determines the purpose of and means for processing Personal Information). This applies from the time that the Personal Information is obtained for the first time, until it is destroyed.

5. Processing

Personal Information will be collected and processed lawfully and in accordance with all laws that apply to Autorama Dealership, including but not limited to POPI, PAIA, CPA, FAIS, NCA and ECTA. Autorama has a PAIA manual in place as well. Said PAIA manual can be obtained from the office or viewed on our website at www.autorama.co.za.

6. Minimality

Only Personal Information that is necessary, related to, or relevant to the reason for which Autorama Dealership intends to use it, will be obtained and processed by the company. Autorama employees will never ask for more information than which is required for the purpose at hand. Autorama employees have all signed agreements with the company relating to the workings of POPIA and PAIA. All employees are aware of the requirements of POPIA and are also aware that they have to adhere to those requirements.

7. Purposes for processing Personal Information

Autorama will process Personal Information for the following purposes in compliance with applicable laws:

- To perform in terms of an agreement or intended agreement to which Autorama is a party to;

- To process credit applications
- To manage your relationship with us and any related third parties, such as finances houses and insurance companies
- To contact you for marketing purposes
- For internal business purposes, such as
 - Administrative and operational tasks
 - Business development
 - Financial management
 - Compliance with legal requirements
- To comply with reporting and other legal obligations in terms of contracts or the law
- Any other purpose that the law requires.

8. Marketing

Autorama may at times use your Personal Information to contact you in order to provide you with information regarding any product that we might come across that you could be interested in. Should you not want any information sent to you, you can inform us thereof and we will remove you from all mailing lists. Autorama might then still contact you when it is necessary for our relationship with you, such as performing in terms of our relationship with you or providing you with certain information, or if required by law to do so.

9. Disclosure and use of Personal Information

Autorama will not use or disclose Personal Information to any third party for any purpose other than the purpose for which the information was collected, without obtaining the necessary consent to do so or to the extent that the legislation permits or requires. The following are third parties that Autorama might share information with in an attempt to carry out a transaction:

- Autorama will disclose Personal Information to regulatory authorities, accountants, auditors, lawyers or professional advisors if contractually required to do so, or is legally obligated to do.
- Finance houses and banks to obtain financing for a deal
- Insurance companies
- The licensing department if needed to complete the agreement between the company and the client.
- Agents and runners to the licensing department, who have Operator agreements in place.

However, information will only be transferred to these third parties when and if all the required and relevant confidentiality and data security undertakings and legal requirements have been contractually accepted and agreed to in writing and in the event of a transfer of Personal Information to any third party, details of the transfer will only be retained for as long as is required to fulfil contractual obligations and as allowed or required by law. We will also ensure that all of these companies are POPIA compliant or have signed an Operator Agreement.

10. **Consent**

Where you have provided consent for Autorama to process your personal information, you may also withdraw your consent where and if our processing or marketing has been based on your consent. Personal information may be continued to be processed when and if legal justification exists for the processing.

In instances where consent is required in order to process your Personal information, refusal to provide consent may result in Autorama not being able to maintain the relationship with you. Unless other legal grounds to lawfully process your Personal Information without consent exists.

11. **Public Disclosure of Personal Information**

Unless the law requires or provides otherwise, Autorama will only make Personal Information public with your express consent to do so. We have set our third parties and operators out for you and your information will only be shared for accounting purposes, with finance houses, insurance companies and the licensing department as it pertains to your exclusive and particular agreement with Autorama.

12. **Retention periods**

Autorama Dealership takes reasonable steps to only process Personal Information for the minimum period necessary and retains information in accordance with the retention periods required by law and as described in this policy. Information that is no longer required for the purposes for which it was collected, will be destroyed.

13. **Security**

All reasonable measures will be taken to ensure the security, integrity and confidentiality of Personal Information that we hold by taking appropriate, reasonable, technical and organisational security measures to protect Personal Information and prevent accidental or unlawful destruction, loss, alteration, disclosure, access and other unlawful or unauthorised forms of processing.

Autorama cannot be held liable for any losses or damages that may occur as a result of security breaches unless directly attributed to the gross negligence or misconduct on the part of Autorama or any of its employees, third parties or operators.

14. **Security Breach**

In the event of a security breach of any personal information, Autorama Dealership will notify all affected Data Subjects and the applicable information regulatory authorities of the breach. If you want to report any concerns about our privacy practices or if you suspect any breach regarding your Personal Information, kindly notify us by sending a mail to Johan de Beer on johandb@autorama.co.za.

The internet is an open and often vulnerable system and the transfer of information via the internet is not completely secure. Although we will implement all reasonable measures to protect Personal Information, we cannot guarantee the security of your Personal Information provided to us via the internet. Therefore you acknowledge and agree that any transfer of Personal Information via the Internet is at your own risk and you are responsible for ensuring that any Personal Information that you send is sent securely.

15. **Third party information and websites**

Autorama is not responsible for and gives no warranties, undertakings and makes no representations in respect of the privacy policies or practices or any websites linked to the Autorama site. Your use of and reliance on these links is at your own risk.

16. **Objection to Processing**

You may, on reasonable grounds, object to Autorama using your personal information for certain purposes. If you object, we will stop using your Personal Information or destroy it, except if applicable laws allow its retention. To exercise this right or to discuss it, please contact us on johandb@autorama.co.za.

17. Quality of Personal Information

We want to ensure that your Personal Information is accurate and kept up to date. You may ask us to correct or remove any Personal Information that you think is accurate, by sending us an email on johandb@autorama.co.za. It is your responsibility to update us if any of your Personal Information changes.

18. Access to Personal Information

You have the right to request whether Autorama holds any Personal Information about you. If you would like us to provide you with the Personal Information that we hold about you, you may send in a request in the prescribed format and email it to johandb@autorama.co.za. This request may be subject to you verifying your identity and the rights that you are wishing to exercise and to an administration fee in terms of applicable laws. We will provide you with the requested information or if, in terms of the law, we are not required to share the information with you, we will inform you accordingly as soon as is reasonably possible in the circumstances, but no later than 30 days after request has been received.

19. Complaints

If you want to raise any objection or have any queries regarding our privacy practices, you can contact our data protection officer on johandb@autorama.co.za in the event that you believe that Autorama Dealership or any of its divisions or employees have infringed on any of your rights or have contravened the provisions of POPI in any manner that has prejudiced you. You have the right to raise your complaint in the prescribed format with the Information Regulator of South Africa. Details on how to lodge a complaint may be obtained from www.justice.gov.za/infoereg and complaints can be submitted to the Information Regulator of South Africa with the following contact details:

Address: Braampark Forum

Forum 3, 3rd Floor

33 Hoofd Street

BRAAMFONTEIN

Complaints email: complaints.IR@justice.gov.za

General enquiries email: infoereg@justice.gov.za

Fax: 086 500 3351

SOCIAL MEDIA

Autorama encourages all of its employees to explore and engage in social media interactions, but in a manner that is respectful, responsible and with sound judgement and common sense. At all times, they are expected to adhere to Autorama's values and ensure that they follow the Policies and Procedures that apply to the Social Media interaction.

Please note that if you communicate with us through a Social Media channel, we may use the same channel to communicate back to you. This also applies to communications regarding a sales or service contract, for example sending documentation over WhatsApp. Using social media channels may expose your information to security risks and by using these channels, you accept the risk.

Third party procurement

All third parties to Autorama will be required to indicate in writing that they are also POPIA compliant. All third parties are required to implement the security measures as prescribed by POPI. Third parties will be required to sign an Operator agreement if necessary.

GENERAL

Autorama may use Cloud storage services which will result in your information being transferred cross border.

Autorama reserves the right to alter the terms and conditions of this policy at any time.

You will be responsible for reviewing any such changes each time you access the websites and your continued use of the website after changes have been posted online, constitutes your acceptance of this policy as modified by the posted changes.