

## Privacy Policy for Suppliers

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**We respect your privacy. Callouts like this are a summary of our privacy policy and contain the most important and relevant points for you. Please read the full privacy policy because it applies to you.**

### Introduction

Welcome to our privacy policy. We are Berg en Dal Homeowners Association, and this is our plan of action when it comes to protecting your privacy when you interact with us as a supplier.

We respect your privacy and take the protection of your personal information very seriously. The purpose of this policy is to describe the way that we collect, store, use, and protect information that can be associated with you or another specific natural or juristic person and can be used to identify you or that person (**personal information**).

**The purpose of this policy is to describe the way that we handle your personal information when you are our supplier.**

### Audience

This policy applies to you if you are:

- a person that is responding to a tender (a request for goods or services such as a Request for Proposal (RFP) or a Request for Quote (RFQ) that we have issued;
- a person who agrees to be a supplier of goods or services to us.

### When viewing our Website

Please refer to the Privacy Policy for visitors to our Berg en Dal website.

### Personal information

Personal information includes:

- certain information collected when you interact with us as a query, or responding to a tender;
- certain information collected as part of an agreement with us to provide goods or services; and,
- optional information that you provide to us voluntarily (see below);

but excludes:

- information that has been made anonymous so that it does not identify a specific person;
- permanently de-identified information that does not relate or cannot be traced back to you specifically;
- non-personal statistical information collected and compiled by us; and

- information that you have provided voluntarily in an open, public environment or forum including any blog, chat room, community, classifieds, or discussion board (because the information has been disclosed in a public forum, it is no longer confidential and does not constitute personal information subject to protection under this policy).

Where you are a juristic person, any reference to personal information will include the personal information of your data subject.

## Common examples

Common examples of the types of personal information which we may collect and process include your:

- **identifying information** – such as your name, date of birth, or identification number of any kind;
- **contact information** – such as your phone number or email address;
- **address information** – such as your physical or postal address;

## Sensitive personal information

Depending on the goods or services that you supply, we may also collect sensitive personal information including your:

- **financial information** – such as your bank account details and credit status;
- **criminal information** – such as information about your commission or alleged commission of any offence or about any related legal proceedings;
- **employment information** – including your membership of a trade union, such as a list of the employees you would use to deliver goods or services to us.

## Acceptance

### Acceptance required

You must accept all the terms of this policy when you offer or supply goods and services to us. If you do not agree with anything in this policy, then you may not supply goods and services to us.

**You may not offer or supply goods and services to us if you do not accept this policy.**

### Legal capacity

You may not, offer or supply goods and services to us if you are younger than 18 years old or do not have legal capacity to conclude legally binding contracts.

### Deemed acceptance

By accepting this policy or continuing to offer to supply goods or services to us, you are deemed to have read, understood, accepted, and agreed to be bound by all of its terms.

### Your obligations

You may only send us your own personal information or the information of another data subject where you have their permission to do so.

## Changes

We may change the terms of this policy at any time by updating the Berg en Dal website. We will notify you of any changes by placing a notice in a prominent place on the website or by sending you an email detailing the changes that we have made and indicating the date that they were last updated. If you do not agree with the changes, then you must stop supplying or offering to supply goods or services to us. If you continue to offer to supply or supply goods or services following notification of a change to the terms, the changed terms will apply to you and you will be deemed to have accepted those updated terms.

## Collection

### On registration

Once you register as a supplier to Berg en Dal HOA, you will no longer be anonymous to us since you will have to provide us with certain personal information.

This personal information will include:

- your name and surname;
- your email address;
- your telephone number;
- your company name, company registration number, and VAT number;
- your postal address or street address; We will use this personal information to fulfil your account, and provide additional services or information to you as we reasonably think appropriate, and for any other purposes set out in this policy.

### On your response to a tender

When you respond to a tender or when we award you a tender, you will be asked to provide us with additional information on a voluntary basis (**goods or services information**).

**We collect certain information when you respond to a tender.**

### Recording calls

We may monitor and record any telephone calls that you make to us, unless you specifically request us not to.

### Purpose for collection

We may use or process any goods or services information, or optional information that you provide to us for the purposes that you indicated when you agreed to provide it to us. Processing includes gathering your personal information, disclosing it, and combining it with other personal information. We generally collect and process your personal information for various purposes, including:

- **procurement of goods or services** – such as when we issue tender that you respond to;
- **business purposes** – such as internal audit, accounting, business planning, and joint ventures, disposals of business, or other proposed and actual transactions; and

- **legal purposes** – such as handling claims, complying with regulations, or pursuing good governance.

We may use your usage information for the purposes described above and to:

- remember your information so that you will not have to re-enter it during your visit or the next time you respond to a tender.

**We may use any of your personal information that you provide to us for the purposes that you indicated when you agreed to provide it to us.**

## Consent to collection

We will obtain your consent to collect personal information:

- in accordance with applicable law;
- when you provide us with any registration information or optional information.

**We will get your consent to collect your personal information in accordance with applicable law when you provide us with it.**

## Use

### Our obligations

We may use your personal information to fulfil our obligations to you.

### Messages and updates

We may send administrative messages and email updates to you in relation to a tender that you responded to or your supply of goods or services to us.

## Disclosure

### Sharing

We may share your personal information with:

- an affiliate, in which case we will seek to require the affiliates to honour this privacy policy;
- our goods or services providers under contract who help provide certain goods or services or help with parts of our business operations, including fraud prevention, bill collection, marketing, technology services (our contracts dictate that these goods or services providers only use your information in connection with the goods or services they supply or services they perform for us and not for their own benefit);
- credit bureaus to report account information, as permitted by law; and
- other third parties who provide us with relevant services where appropriate.

**We may share your personal information with third parties for the purposes of fulfilling our obligations to you among other purposes.**

## Regulators

We may disclose your personal information as required by law or governmental audit.

## Law enforcement

We may disclose personal information if required:

- by a subpoena or court order;
- to comply with any law;
- to protect the safety of any individual or the general public; and
- to prevent violation of our customer relationship terms.

**We may disclose personal information to third parties if required for legal reasons.**

## No selling

We will not sell personal information. No personal information will be disclosed to anyone except as provided in this privacy policy.

## Employees

We may need to disclose personal information to our employees that require the personal information to do their jobs. These include our responsible management, human resources, accounting, audit, compliance, information technology, or other personnel.

## Security

We take the security of personal information very seriously and always do our best to comply with applicable data protection laws.

## Accurate and up to date

We will try to keep the personal information we collect as accurate, complete and up to date as is necessary for the purposes defined in this policy. You are able to review or update any personal information that we hold on you by emailing or phoning us. Please note that in order to better protect you and safeguard your personal information, we take steps to verify your identity before granting you access to your account or making any corrections to your personal information.

**Please keep your personal information accurate and up to date by emailing us and by phoning us.**

## Retention

We will only retain your personal information for as long as it is necessary to fulfil the purposes explicitly set out in this policy, unless:

- retention of the record is required or authorised by law; or
- you have consented to the retention of the record.

During the period of retention, we will continue to abide by our non-disclosure obligations and will not share or sell your personal information.

We may retain your personal information in physical or electronic records at our discretion.

**We will only retain your personal information for as long as is necessary.**

## **Updating or removing**

You may choose to correct or update the personal information you have submitted to us, by contacting us by phone or email.

**You may choose to update or remove the personal information you have submitted to us.**

## **Limitation**

We are not responsible for, give no warranties, nor make any representations in respect of the privacy policies or practices of linked or any third-party websites.

## **Enquiries**

If you have any questions or concerns arising from this privacy policy or the way in which we handle personal information, please contact us.