



## **PRIVACY NOTICE FOR VISITORS AND CONTRACTORS**

**SCHEME NAME: LANGFORD COUNTRY ESTATE**

**SS/REG. NUMBER: 2003/027873/08**

("the Scheme" / "We" / "Our")

### **1. Introduction**

- 1.1. This notice is for all contractors and visitors who work at or visit the Scheme. It explains the purposes for which we hold information about you (your personal data).
- 1.2. From 1 July 2021, your personal data will be held in accordance with the Protection of Personal Information Act, 4 of 2013 (POPIA).
- 1.3. The Scheme is a responsible party and its Estate manager is the information officer.
- 1.4. All personal data is held and processed in line with the Scheme's Protection of Personal Information Policy, which can be accessed at [www.langfordestate.co.za](http://www.langfordestate.co.za).

### **2. What data does the Scheme collect and why?**

#### **2.1. Access control system –**

- **Contractors** - company name, your name and address, contact telephone number, and in certain circumstances a passport size photograph and security notes (special instructions and access restrictions) and times swiped in and out of the Scheme.
- **Visitors** - name, telephone number, driver's license, vehicle registration, and in certain circumstances, identity number and a passport size photograph, and times swiped in and out of the Scheme.

The collected personal data will be used for recording and controlling access into the Scheme and maintaining security within the Scheme.

#### **2.2. CCTV – will take images of persons around the scheme, as well as entering and exiting the Scheme.**

Closed Circuit Television (CCTV) is installed at strategic locations as a part of the Scheme's commitment to community safety, security and crime prevention.

2.3. **Visitors register** – We maintain a register of visitors and contractors. We collect and keep your personal data when you visit the Scheme such as names, telephone numbers, vehicle registration details, company details and identity numbers (where applicable).

This data is collected for health and safety, and security purposes.

2.4. **Accidents and incidents reporting** – The Scheme will collect personal data from an injured party or person suffering from ill health, such as names, address, age, next of kin, details of the incident, including any relevant medical history. The data is collected as the Scheme has a legal duty to document workplace incidents/accidents and to report certain types of accidents, injuries and dangerous occurrences arising out of its work activity to the relevant enforcing authority.

2.5. **Law enforcement databases** – in addition to the personal data you provide to us, we may verify your data against databases maintained by third party law enforcement to detect whether you may be a threat to life or property within the Scheme, and as part of our commitment to safety and crime prevention.

### 3. Legal basis for processing

Area	Legal basis	Further information	Retention period
Access control system	Legitimate interests	It is in the Scheme's interest to ensure a safe environment for residents, workers and other visitors accessing the facilities.	28 days
CCTV			CCTV data is held for 31 days
Visitors register			28 days
Law enforcement databases			N/A
Accidents and incidents reporting	Legal requirement	This is a requirement under our health and safety obligations.	90 days

### 4. Disclosures and cross-border transfers

4.1. The Scheme would only disclose personal data from the access control system, CCTV, visitor register or law enforcement database which is required to detect or prevent crime. This is usually on receipt of an appropriate subpoena from the South African Police Services. There are instances such as prevention of threat to life or serious injuries, where personal data may be provided to law enforcement and our security providers without a subpoena.

4.2. Your personal data will not be transferred outside of the Republic of South Africa.

### 5. Your data protection rights

- 5.1. **Access and right to amend:** You have the right to access / amend your personal data at any reasonable period. Access our manual in terms of section 51 of the Promotion of Access to Information Act, 2000 at [www.langfordestate.co.za](http://www.langfordestate.co.za).
- 5.2. **Right to object:** You are entitled to object to the collection and use of this data. However, the collection of this personal data is mandatory, and you may be denied access to the Scheme as the data is required for valid reasons.
- 5.3. **Complaints:** All complaints regarding the use of personal data may be directed to our chairperson for further investigation. If you feel our response has been inadequate, you may lodge a complaint with the Information Regulator of South Africa. (<https://justice.gov.za/infoereg>)

6. **Revision history**

Version Number	Purpose of revision	Review date	Effective date	Summary of key points
V1	New Privacy Notice			Creation of Notice.

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