



Transforming engineering potential into profession

Privacy Notice for Suppliers, Vendors, Contractors and Partners

This privacy notice tells you how we collect, use and disclose your personal information when you provide products and services to Martec Academy.

This notice may change, but we will let you know if it does.

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1. Introduction

This Privacy Notice outlines how Martec Academy (Pty) Ltd collects, processes and protects your personal information when you provide products or services to us. All vendor and contractor data is handled securely and in accordance with the Protection of Personal Information Act (POPIA).

This notice is subject to periodic review, and updates will be communicated accordingly.

2. Personal Information Collection

We collect personal information directly from you to allow us to select the best service providers for the job when you:

- Register as a vendor.
- Respond to a request for information or a request for quotation.
- Register for and participate in our contractor accreditation process.
- Participate in any contractor assurance process.

When you sign a non-disclosure agreement or a service agreement, we collect and use the information to meet our contractual obligations with you.

When you contact us, we will use your contact information and the content of the message to respond appropriately and manage our relationship.

If you use our HSSE Incident logger, we will use that information to comply with health and safety regulations.

3. Personal Information Sharing

We use trusted service providers and contractors to support our operations. They have agreed to keep your personal information secure and confidential, and to only use your personal information for the purposes that we shared it with them.

Some of the service providers and contractors we use may be located outside South Africa. These countries may not have the same level of protection of personal information as South Africa. In this case, those service providers and contractors must undertake to protect your personal information to the same level that we do.

Sometimes the law requires we share your personal information, for instance, to comply with tax and employment laws.

4. Data Retention

We must keep your personal information for as long as we have a relationship with you and for seven years thereafter.

We will keep the information for as long as we must for operational reasons, or for as long as the law requires.

5. Breach Management

We have reasonable security measures in place to protect personal information from:

- being lost;
- being used in the wrong way or for the wrong reason;
- being accessed without authorisation;
- being changed; and
- being destroyed.

The more sensitive the information is, the better we protect it.

However, no system is perfect, and we cannot guarantee that we will never experience a breach of any of our physical, technical, or managerial safeguards, that is why we check our systems regularly for security issues.

If something should happen, we have taken steps to minimise the threat to your privacy, and we will let you know if your personal information has been compromised. We will also let you know how you can help minimise the impact of the breach.

If you suspect that we (or you) have had a security breach, please let us know immediately by sending an email to: info@martecacademy.com

Please include as much information as you can about what has happened.

6. Your Rights and Preferences

You have the right to:

- ask what we know about you;
- ask what personal information we sent to our suppliers, service providers, or anyone else;
- ask us to update, correct or delete any out-of-date or incorrect personal information we hold about you;
- unsubscribe from any direct marketing we may send you;
- object to our use of your personal information;
- ask us to restrict our processing of your personal information; and

- reuse your personal information for your own purposes across different services, also known as the right to data portability.

It can take us up to 21 days to respond to your request because there are procedures that we must follow. In some instances, we may ask you for proof of your identity or a valid proof of residence.

If you live outside of South Africa, you have the right to lodge a complaint with the relevant data protection supervisory authority in your country of residence. If you live in South Africa, you have the right to complain to the [Information Regulator \(infoeregulator.org.za\)](http://infoeregulator.org.za)

7. Contact Us

If you have any questions or need to notify us of a breach, as mentioned in paragraph 5, please contact us at info@martecacademy.com