



DATA PROTECTION POLICY

Data Protection Policy for VitaVibe Pty Ltd, an IV Lounge operating in South Africa, in compliance with the Protection of Personal Information Act (POPIA).

1. Introduction

VitaVibe Pty Ltd (hereinafter referred to as "the Company") is committed to protecting the privacy and confidentiality of personal information in accordance with the provisions of the Protection of Personal Information Act (POPIA) and other relevant data protection regulations. This Data Protection Policy sets out the principles and guidelines that the Company follows to ensure the lawful, fair, and transparent processing of personal information.

2. Scope

This policy applies to all personal information processed by VitaVibe Pty Ltd during its business activities, including information relating to employees, customers, suppliers, and any other individuals whose personal information is processed by the Company. It applies to all employees, contractors, and third parties who have access to personal information in the performance of their duties.

3. Principles of Data Protection

The Company is committed to upholding the following principles in the processing of personal information:

a. Lawfulness, fairness, and transparency: The Company will process personal information lawfully, fairly, and in a transparent manner. Personal information will only be processed with the knowledge or consent of the data subject, and in accordance with the requirements of POPIA.

b. Purpose limitation: Personal information will be collected for specified, explicit, and legitimate purposes and will not be further processed in a manner that is incompatible with those purposes. The Company will inform individuals about the purpose of the collection and any further processing.

c. Data minimization: The Company will ensure that personal information is adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed. Unnecessary or excessive collection and retention of personal information will be avoided.

d. Accuracy: The Company will take reasonable steps to ensure that personal information is accurate, complete, and, where necessary, kept up to date. Data subjects have the right to request the correction of inaccurate or incomplete personal information.

e. Storage limitation: Personal information will be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal information is processed. The Company will establish and adhere to data retention periods in line with legal and operational requirements.

f. Integrity and confidentiality: The Company will process personal information in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing and against accidental loss, destruction, or damage. Access to personal information will be limited to authorized personnel who require access to perform their duties.

4. Data Collection and Use

a. The Company will only collect personal information for specified, explicit, and legitimate purposes and will not process it in a manner that is incompatible with those purposes. Data subjects will be informed of the purposes for which their personal information is being collected and processed.

b. Personal information will be collected directly from data subjects wherever possible. In cases where personal information is obtained from third parties, the Company will ensure that the collection is lawful and in accordance with the requirements of POPIA.

c. The Company will only process personal information where it has a lawful basis to do so, such as the consent of the data subject, compliance with a legal obligation, or the performance of a contract to which the data subject is a party.

d. The Company will ensure that personal information is not processed for purposes that are incompatible with the purposes for which it was collected. If the Company intends to process personal information for a new purpose, it will inform the data subject of this new purpose and obtain consent where necessary.

e. Personal information collected by the Company will be used for the purposes for which it was collected, as well as for other compatible purposes as permitted by law. The Company will not use personal information in a way that is unjustified or intrusive.

f. The Company will not disclose personal information to third parties unless such disclosure is necessary for the purposes for which the information was collected, or where required or permitted by law.

5. Data Subject Rights

a. Data subjects have the right to access their personal information held by the Company and to request correction, deletion, or restriction of processing where appropriate. The Company will respond to such requests in accordance with the requirements of POPIA.

b. Data subjects have the right to object to the processing of their personal information on grounds relating to their situation. The Company will consider such objections and cease processing personal information unless it can demonstrate compelling legitimate grounds for the processing which override the interests, rights, and freedoms of the data subject.

c. Data subjects have the right to lodge a complaint with the Information Regulator if they believe that the processing of their personal information infringes their rights under POPIA.

6. Data Security and Confidentiality

- a. The Company will implement appropriate technical and organizational measures to ensure a level of security appropriate to the risk, including protection against unauthorized or unlawful processing and against accidental loss, destruction, or damage. The Company will regularly assess and evaluate the effectiveness of these measures.

- b. Access to personal information will be limited to authorized personnel who require access to perform their duties. Personnel with access to personal information will be trained in data protection and confidentiality requirements.

- c. The Company will take measures to ensure the ongoing confidentiality, integrity, availability, and resilience of processing systems and services.

7. Data Breach Management

- a. In the event of a data breach involving personal information, the Company will promptly assess the risk to individuals' rights and freedoms and, if appropriate, report the breach to the Information Regulator and affected data subjects in accordance with the requirements of POPIA.

- b. The Company will maintain procedures for identifying, assessing, and managing data security incidents, including a process for documenting, and reporting such incidents.

8. Compliance and Training

- a. The Company will regularly review and update this Data Protection Policy to ensure ongoing compliance with POPIA and other relevant data protection laws.

- b. The Company will provide training to employees on their responsibilities under this policy and on data protection best practices.

9. Conclusion

The Company is committed to upholding the principles of data protection as outlined in this policy and to complying with the requirements of POPIA and other relevant data protection laws. This policy serves as a framework for the responsible and lawful processing of personal information and the protection of individuals' privacy rights.

10. Policy Review

This Data Protection Policy will be reviewed on a regular basis to ensure that it remains accurate, relevant, and compliant with applicable data protection laws and regulations. Any updates or changes to the policy will be communicated to all relevant employees and stakeholders.

11. Policy Acceptance and Training

All employees, contractors, and third parties who handle personal information on behalf of the Company are required to familiarize themselves with this Data Protection Policy. Training and guidance will be provided to ensure understanding and compliance with the policy's requirements.

12. Contact Information

If you have any questions, concerns, or requests regarding the Company's Data Protection Policy, or if you believe that your personal information has been mishandled, please contact our designated Data Protection Officer:

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