



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

Private Bag X84, PRETORIA, 0001, the dtic Campus, 77 Meintjies Street, Sunnyside, 0002, Tel: (012) 394 0000
the dtic Customer Contact Centre local: 0861 843 384 International: +27 12 394 9500, www.thedtic.gov.za

NOTICE OF PROCESSING OF PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, NO. 4 OF 2013

The Department of Trade, Industry and Competition (**the dtic**) processes personal information in lieu of the business activities that it performs. The department uses this information to provide **the dtic**'s products or services to you, to carry out the transactions requested by you and to maintain a relationship with you.

In the majority of instances personal information will be collected directly from you through application forms, email, telephone calls, etc. **the dtic** may, however, also supplement the information that you provide with information received from other governmental bodies such as the South African Revenue Service, Home Affairs, Development Finance Institutions and other Government entities.

The provision of the personal information is voluntary, but please note that there might be consequences if you do not consent to **the dtic** processing your information. For example, the Department might not be able to decide on your application for an incentive grant/claim.

the dtic may disclose your personal information to third parties that require it for the purposes of performing their functions for which functions may be related to the functions which **the dtic** is performing. Please note that **the dtic**, unless legally obliged to share your personal information, will only share so much of your personal information as is needed by the third party that requires it, and we will only do so when it is necessary for **the dtic** to perform its functions.

Your personal information shall be used and processed in accordance with the Protection of Personal Information Act and it will not be used for any purposes other than what it was provided for.

The incentive programme applied for, requires and necessitates the processing of your personal information by **the dtic** for purpose of administering the incentive programme.

Where applicable, certain Acts administered by **the dtic** requires that information, including personal information, be processed by **the dtic**. These, amongst others, include:

- Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- Companies Act, 2008 (Act No. 71 of 2008);
- Consumer Protection Act, 2008 (Act No. 68 of 2008);
- Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act (Act 19 of 2006);
- Lotteries Act, 1997 (Act No. 57 of 1997)
- Patents Act, 1978 (Act No. 57 of 1978);
- Registration of Copyright in Cinematograph Films Act, 1977 (Act No. 62 of 1977);
- Trade Marks Act, 1993 (Act No. 194 of 1993);
- Manufacturing Development 1993 (Act No. 187 of 1993);
- Special Economic Zones 2014 (Act No. 16 of 2014).

In addition, there are certain other Acts which also specifies requirements relating to the processing of personal information. These include:

- Basic Conditions of Employment Act, 1997(Act No. 75 of 1997);
- Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993);
- Competition Act, 1998 (Act No. 89 of 1998);



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- Computer Evidence Act, 1983 (Act No. 57 of 1983);
- Electronic Communication and Transaction Act, 2005 (Act No. 25 of 2005);
- Employment Equity Act, 1998 (Act No. 55 of 1998);
- Financial Intelligence Centre Act, 2001 (Act No. 38 of 2001);
- Income Tax Act, 1962 (Act No. 58 of 1962);
- Labour Relations Act, 1995, (Act No. 66 of 1995);
- National Archives of South Africa Act, 1996 (Act No. 43 of 1996);
- Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);
- Public Finance Management Act, 1999 (Act No. 29 of 1999); and
- South African Revenue Service Act, 1997 (Act No. 34 of 1997).

You have the right of access to your personal information and the right to request that **the dtic** correct any errors relating to the information that we have on record. In addition, you have the right to object to **the dtic** continuing to process your personal information.

A more in-depth description on how and why **the dtic** processes (collect, use, store, distribute, destroy and protect) personal information, is available in **the dtic's** Privacy Policy which can be obtained at: <http://www.thedtic.gov.za/wp-content/uploads/Privacy-Policy>.

Should you have any issues with the way in which **the dtic** is processing your personal information, you are entitled to lodge a complaint with the Information Regulator, whose contact details are:

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

P.O Box 31533, Braamfontein, Johannesburg, 2017

Complaints email: POPIAComplaints@inforegulator.org.za

General enquiries email: enquiries@inforegulator.org.za.

By signing this notice you acknowledge that you have been made aware of how and why **the dtic** processes personal information.

SIGNED BY _____ AT _____ (place)

SIGNATURE

DATE