

## JD TRAVELS COMPLIANCE POLICY

### 1. Introduction

JD Travels is committed to protecting the privacy and confidentiality of personal information in accordance with the Protection of Personal Information (POPI) Act. This policy outlines the procedures and guidelines for the collection, use, storage, and disposal of personal information.

### 2. Scope

This policy applies to all employees, contractors, and third-party service providers who have access to personal information in the course of their duties at JD Travels.

### 3. Definitions

- **Personal Information:** Any information relating to an identifiable, living natural person.
- **Processing:** Any operation or activity concerning personal information, including but not limited to collection, receipt, recording, organizing, collating, storing, updating, modifying, retrieving, altering, using, disseminating, distributing, merging, linking, blocking, degrading, erasing, or destroying.

### 4. Collection and Processing of Personal Information

4.1. JD Travels will only collect personal information for lawful and necessary purposes related to its business activities.

4.2. Personal information will only be processed with the consent of the data subject unless processing is required for the performance of a contract, compliance with a legal obligation, or protection of the legitimate interests of JD Travels.

## **5. Data Security**

5.1. JD Travels will implement reasonable technical and organizational measures to safeguard personal information from unauthorized access, disclosure, alteration, and destruction.

5.2. Access to personal information will be restricted to authorized personnel who require such information for legitimate business purposes.

## **6. Data Accuracy and Retention**

6.1. JD Travels will take reasonable steps to ensure that personal information is accurate, complete, and up-to-date.

6.2. Personal information will be retained only for as long as necessary to fulfill the purposes for which it was collected, unless otherwise required by law.

## **7. Data Subject Rights**

7.1. JD Travels will respect the rights of data subjects, including the right to access, correct, and delete their personal information.

7.2. Data subjects may contact the designated Privacy Officer to exercise their rights or seek clarification regarding the processing of their personal information.

## **8. Data Breach Notification**

8.1. In the event of a data breach involving personal information, JD Travels will promptly assess the impact and notify the Information Regulator and affected data subjects as required by law.

## **9. Training and Awareness**

9.1. All employees and relevant third parties will receive training on POPI compliance, and awareness programs will be conducted to promote a culture of privacy within JD Travels.

## **10. Compliance Monitoring and Review**

10.1. JD Travels will regularly monitor and review its data processing activities to ensure ongoing compliance with POPI and will update this policy as necessary.

## **11. Privacy Officer**

11.1. A designated Privacy Officer will be responsible for overseeing POPI compliance and handling data protection matters. Contact information for the Privacy Officer will be made available to all employees and data subjects.

## **12. Conclusion**

JD Travels is committed to upholding the principles of POPI and will continuously strive to protect the privacy and rights of individuals in its possession of personal information.



**Ebrahim Diedericks**

**Director**

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