

## **Crown Publications (Pty) Ltd Privacy Notice**

### **Introduction:**

This Privacy Notice explains how Crown Publications (Pty) Ltd obtains, uses and discloses your personal information, in accordance with the requirements of the Protection of Personal Information Act ('POPIA'). At Crown Publications (Pty) Ltd we are committed to protecting your privacy and to ensuring that your personal information is collected and used properly, lawfully and transparently.

### **Who we are:**

Crown Publications is one of South Africa's largest business-to-business publishing houses, publishing six monthly magazines, three quarterlies, and a number customer titles.

Crown Publications' dynamic team of qualified staff and informed editors understands the challenges of meeting the ever-changing requirements of businesses that operate in the technical field. We pride ourselves on ensuring that the information we publish across all our magazines is relevant and credible.

Our magazines cover various engineering disciplines with particular emphasis on industrial applications in the chemical, construction, electrical, mechanical and mining fields. They offer a balanced mix of technical and product information, making them an ideal platform for promoting company growth within Africa.

### **The type of personal information we collect:**

We collect and process your personal information mainly to contact you for the purposes of understanding your requirements and delivering services accordingly. For this purpose, we will collect contact details including your name, contact number and email address.

### **How we get the personal information and what we use it for:**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- The information will be collected directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.
- Information collected will be provided to us by you where we will have access to your name, surname, email address and contact details.
- Information provided will be regarding services offered by Crown Publications (Pty) Ltd.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Website usage information may be collected using 'cookies' which allows us to collect standard internet visitor usage information.

We use the information you have given us in order to:

- We will use your personal information only for the purposes for which it was collected and agreed to by you.
- Personal information such as contact details will be obtained in order for Crown Publications to contact you regarding any enquiries made relating to and not limited to the services we provide.

We may share this information with:

- We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.
- Information is shared with relevant departments for whom the enquiry is meant. Each department ensures that strict confidentiality, security and privacy are maintained.

## When will we process your personal information?

In terms of the Protection of Personal Information Act (POPIA), the justification grounds on which we base our processing consists of the following:

- The data subject or a competent person where the data subject is a child **consents** to the processing. Kindly note that you have the right to withdraw your consent.
- The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party.
- The processing complies with an **obligation** imposed by law on the business.
- The processing protects a **legitimate** interest of the data subject.
- The processing is necessary for the proper performance of a **public law** duty by the business;
- Or
- The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

## How we store your personal information:

Your information is securely stored:

The information for advertising clients is stored in a secure online database.

The information gathered by editors for magazine copy is stored on their password protected laptops.

The information gathered for booking purposes is stored on OneDrive.

The information gathered for billing purposes is stored on Pastel.

The information gathered for our distribution databases is stored on third-party Cloud-Based platforms.

We keep your information for as long as the information is used and at least 1 year thereafter. Should the information become obsolete, we then dispose of it securely. The information will be disposed of correctly in line with the companies Data Destruction Policy as well as applicable legislation, ensuring the proper destruction and removal of data in such a way that it will no longer be accessible or retrievable.

## Your data protection rights:

- You are entitled to access your personal data by sending a written request to Karen Grant ([publisher@crown.co.za](mailto:publisher@crown.co.za)) or Wilhelm du Plessis ([constr@crown.co.za](mailto:constr@crown.co.za)).
- We may charge you a fee for this service as set out in terms of Condition 8 of POPIA.
- You may also request that Crown Publications (Pty) Ltd correct or supplement any of your personal data which Crown Publications (Pty) Ltd will undertake as soon as practicable.
- Request the destruction of your personal data: Karen Grant, our Information Officer and Wilhelm du Plessis, our Deputy Information Officer, will consider your request in light of any other laws or regulations prohibiting Crown Publications (Pty) Ltd from destroying your personal data.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Crown Publications if you wish to make a request.

### Contact details:

#### Information Officer:

Name: Karen Grant

Address: 2 Theunis Street

Bedford Gardens, 2007

Phone number: (011) 622 4770

E-mail: [publisher@crown.co.za](mailto:publisher@crown.co.za)

#### Deputy Information Officer:

Name: Wilhelm du Plessis

Address: 2 Theunis Street, Bedford Gardens, 2007

Phone number: (011) 622 4770

E-mail: [constr@crown.co.za](mailto:constr@crown.co.za)

**How to complain:**

If you have any concerns about our use of your personal information, you can make a complaint to us at (011) 6224770.

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

**Its contact details are as follows:****The Information Regulator (South Africa)**

33 Hoofd Street

Forum III, 3rd Floor Braampark

P.O Box 31533

Braamfontein, Johannesburg, 2017

**Complaints** email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)