



NPO Number: 049066NPO
NPC Registration No. 2000/026390/08

Head Office or Zone
1 Constantia Boulevard
Constantia Kloof Ext 22, 1709

Postal Address: Private Bag X14, Weltevreden Park, 1715
Tel: 011 761 9000 **Email:** customerservice@sanbs.org.za
www.sanbs.org.za

The South African National Blood Service (SANBS) is committed to protecting your privacy and ensuring that your personal information is collected and processed properly, lawfully, and transparently in compliance with the Protection of Personal Information Act 4 of 2013 (POPIA) as amended.

By registering on the SANBS Vendor Portal you consent to the processing of your personal information including the transfer of personal information to third parties for the purposes of procurement-related transactions.

The term "personal information", as used in this notice, applies to information that maybe used to identify an individual or a juristic person.

1. The SANBS Vendor Portal Collects Personal Information Including:

- 1.1. Company registrations details
- 1.2. Addresses and other contact details
- 1.3. Director details
- 1.4. Shareholder details
- 1.5. Confirmation of banking details
- 1.6. BBBEE documentation
- 1.7. SARS tax clearance
- 1.8. Vat certificates
- 1.9. Other Financial Information
- 1.10. Product Specifications (where necessary)
- 1.11. Business Profiles
- 1.12. Business Solutions

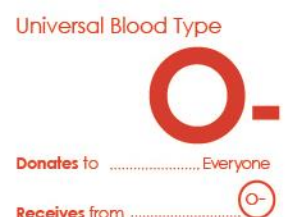
2. How Will SANBS Collect Your Personal Information

SANBS Collects personal information through various sources including:

- 2.1 Public sources (such as company registers, online search engines, etc.)

sanbs.org.za
Toll free 0800 11 9031

Board of Directors: Executives: V Reddy (CEO), K Van Den Berg (Medical Director) **Non Executives:** A Ramalho (Chairman), F Burn, S Fakie, P Knox, G Leong, T Mokgatla, P Mfethwa, R Theunissen, M Vaitilingum,
Company Secretary:
FRM-CEO-002
1001481 REV 30 (07/06/21)
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- 2.2 Uploading data on the vendor portal;
- 2.3 Emails, letters, and telephone calls;
- 2.4 Documents submitted at SANBS head office and all SANBS sites;
- 2.5 Supplier registers or online applications for any SANBS products or services;
- 2.6 Third parties that SANBS interacts with for the purposes of conducting its business (such as public entities, insurance companies, banks, etc.)

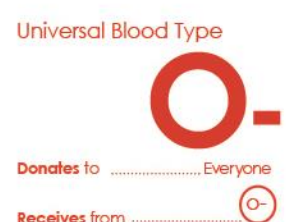
3. Purpose of Collection and Processing Personal Information

- 3.1 Supplier sourcing and classification;
- 3.2 Establishing a supplier database and enhance competitive bidding;
- 3.3 Ensuring that supplier personal information is verified and vetted to promote compliance and prevent corruption;
- 3.4 Contract initiation and management;
- 3.5 Supplier relationship management;
- 3.5 Supplier spend analysis;
- 3.6 Invoice payment;
- 3.7 Compliance with regulatory, legislative, and legal requirements;
- 3.8 Reporting (business, industry, etc.)
- 3.9 Research and development.

4. Personal Information Security Safeguards

When dealing with your personal information, SANBS will:

- 4.1. Only disclose, collate and process ("use") your personal information with your consent unless we are legally required to do so;
- 4.2. Not use your personal information for any other purpose, other than that which we disclosed to you unless you give SANBS your express written permission to do so, or unless SANBS is permitted or required to do so by law;
- 4.3. Not sell, rent, or provide your personal information to unauthorized third parties for their independent use;



- 4.4. Protect your personal information from loss, misuse or unauthorized alteration;
- 4.5. Control access to our premises, systems, and records;
- 4.6. Use databases that have built-in safeguards to ensure the privacy and confidentiality of personal information;
- 4.7. Delete and destroy records safely;
- 4.8. Implement disaster recovery procedures where necessary;
- 4.9. Give an access number, user name, password, and/or personal identification number (Pin) to securely access the SANBS Vendor Portal after you have registered. Keep this safe and do not disclose it to anyone;
- 4.10. Where necessary, transfer or disclose the personal data we collect to third parties within and outside the country. It is our policy to use only third parties that are bound to maintain appropriate levels of security and confidentiality, to process personal information only as instructed by SANBS, and to flow those same obligations down to their sub-processors.

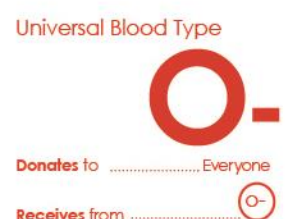
5. Retention Periods

Your personal information will be retained as long as we reasonably consider necessary for achieving the purpose set out in 3 above and is permissible under applicable law.

6. Your Rights in Connection to Your Personal Information

You have amongst others, the right to: **(after providing SANBS with proof of identity)**

- 6.1. Request access to the personal information SANBS has about you;
- 6.2. Request a copy or record containing your personal information;
- 6.3. Request the identity or categories of third parties who have accessed your personal information through SANBS;
- 6.4. Request for your personal information to be deleted, amended or rectified where it is inaccurate and to have incomplete personal information updated;
- 6.5. Restrict personal information processing in certain circumstances;
- 6.6. Withdraw consent at any time;
- 6.7. Be notified of security compromises on your personal information;



6.8. Lodge a complaint to the Information Regulator if you are of the view that your rights in terms of the POPI Act have been breached. The contact details of the Information Regulator are as follows:

Tel: 010 023 5200

E-mail address: complaints.IR@justice.gov.za

7. Limitation

SANBS is not responsible for nor make warranties in respect of privacy statements or practices of any third parties.

8. Enquiries

Please contact the SANBS at Popia.procurement@sanbs.org.za should you require information on the following:

8.1. Procedures and forms to access a record or description of your personal information and information about the identity of third parties who have or had access to your personal information;

8.2. Procedures and forms for correction of personal information;

8.3. Any queries arising from this privacy statement.

9. Changes to this Privacy Statement

We may amend this statement from time to time. Any such changes will become effective on the date published. Please visit our website as often as you can for the latest update.

