



Security and Privacy Statement

KID Group



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1. INTRODUCTION

Knowledge Integration Dynamics Pty (Ltd) and its subsidiaries (collectively known as KID Group) hereby notifies you (the subject, person or juristic person) of its policy for processing personal information (PI) in terms of the Protection of Personal Information Act, 2013 (“POPIA”) and managing its data / information based on KID Group’s Data Protection and Retention Policy.

Please contact KID Group (see Information Officer contacts below) for a copy of any of these documents.

Knowledge Integration Dynamics Pty (Ltd) (Reg# - 1999/07653/07) subsidiaries:

- IT and Business Services (SA) Pty (Ltd). Reg# - 2002/020436/07
- Infocflow Pty (Ltd). Reg# - 2005/037547/07
- KID Enterprise Information Management Pty (Ltd). Reg# - 2014/162453/07
- Information Dynamics Pty (Ltd). Reg# - 2014/184236/07
- Centerfield Software Pty (Ltd). Reg# - 2002/011957/07
- Cubic Blue Pty (Ltd) t/a CFS Services. Reg# - 2010/000921/07
- SaltTech Pty (Ltd). Reg# - 2018/630289/07

Your right to security, protection and privacy of your personal data / information is important and KID Group is committed to safeguarding and processing your personal information in a lawful manner.

KID Group also has a responsibility to manage the lifecycles (acquisition, storage, usage, protection, retention and/or deletion) of all its data / information with appropriate actions and procedures.

The data / information protection and retention policy is adopted to ensure that all data / information obligations are kept and that the data / information is deleted where there is no business or legal requirement for it to be retained. The reasons for the necessity of this policy include:

- To comply with legal and regulatory requirements.
- To enable KID Group to bring / defend any possible legal proceedings.
- To support any possible investigations.
- To preserve information that has business, operational and historical value.

2. RESPONSIBLE PARTY

The KID Group - head office is situated at:

Second Floor, Building A
Knightsbridge
33 Sloane Street
Bryanston, Johannesburg
Gauteng, South Africa, 2191

3. INFORMATION OFFICERS – CONTACT DETAILS

KID Group’s Information Officers (IO) are responsible for ensuring policy compliance and can be contacted on:	011 462 1277
E-mail	info@kidgroup.co.za
Website	www.kidgroup.co.za

4. PERSONAL INFORMATION

Personal information is any information that can be used to reveal a person's identity. Personal Information relates to an identifiable, living, natural person, and where applicable, an identifiable, existing juristic person (such as a company), including, but not limited to information concerning:

- name, surname, title, race, gender, sex, pregnancy, marital status, national or ethnic origin, colour, sexual orientation, age, physical or mental health, disability, religion, conscience, belief, culture, language, occupation, birthdate, banking details;
- where the subject is a company – the main place of business and contact details where the subject is a company, its name, registration number, assets, information on how the business trades or their main trade of business, the name/s, surname/s, address/es and identity number/s of the director/s and/or members;
- any identifying number (e.g. identity / passport / tax / registration number), symbol, email address, physical address, contact details, telephone number, location information, online identifier or other particular assignment to the person;
- information relating to the education or the medical, financial, criminal or employment history of the subject;
- the biometric information of the person; the personal opinions, views or preferences of the person;
- correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- the views or opinions of another individual about the person; the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

5. JURISTIC TYPES OF INFORMATION

KID Group may process the following information of a juristic subject (e.g. a partner organization, client company) via organizations such as the credit bureau (ITC), a bank, a MIE agency and / or the CIPC:

- Names, surnames, identity numbers, shareholding details, physical and postal addresses, credit checks / information, criminal checks and contract details of directors, company registration, members, business plans, auditor practice numbers, business profiles;
- CIPC print outs, SARS compliance, BEE status, expenditure, banking details, remuneration breakdown, remuneration structures, views and opinions, financial soundness declarations, management and financial accounts, annual financial statements, third-party service providers.

6. PURPOSE FOR COLLECTING AND PROCESSING YOUR INFORMATION

KID Group collects and processes PI from time-to-time to provide our products and services in terms of an engagement, contract or agreement with you. This will be done for the following reasons in order to perform our service / product delivery mandate to you:

- Negotiating and finalizing project or work agreements and contracts;
- Sharing advice, costs and quotes for products and services (solutions);
- Assisting with administering and/or managing solutions;

- Managing related issues on projects, products and services;
- Notifying of new services, products or developments that are relevant / of interest to you;
- Confirming, verifying and updating your details;
- Addressing requests and requirements as raised;
- Complying with any contractual, legal and regulatory related obligations.

We will only process your PI (upon your consent) for a purpose that you would reasonably expect.

The act of processing the information includes any activity or any set of operations, whether or not by automatic means, concerning personal information, and includes:

- collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- dissemination via transmission, distribution or making available in any other form;
- merging, linking, restriction, degradation, erasure or destruction of information;
- confirming, verifying and updating PI details and statuses of you the subject;
- conducting reference searches and checks;
- confirming operational skill and ability and personal character details;
- confirming registration and compliance with banks, SARS and other regulatory requirements;
- managing, administering and/or amending employment details and contracts;
- managing and administering employment related issues, development and support;
- assessing and / or verifying your capabilities;
- assessing and / or complying with legal, statutory or industry requirements that may apply;
- monitoring compliance with contractual obligations or processes;
- fraud detection and prevention;
- market research.

7. WHERE AND WHEN DO WE COLLECT PERSONAL INFORMATION

PI is originally supplied by you the subject engaged with KID Group. It may also be accessed / acquired through third parties such as the Companies and Intellectual Property Commission (CIPC), the Receiver of Revenue (SARS), banks, credit bureaus, legal entities and other relevant companies. Regardless, it will only be collected and processed upon your consent.

PI may be collected by KID Group or by an intermediary of KID Group from you directly, and/or through verification agencies, service providers, outsource partners, consultants and/or other third parties.

Other sources:

- Information you provide to us: Clients – information provided directly to us when you engage our services ranging from quote requests, purchase orders, contractual agreements, tenders, etc.
- Suppliers / Service providers – information you provide to us when we engage with you to make use of your services and/or products
- Information based on your use of our products and services;
- Information based on our use of products and services from suppliers and service providers;
- Information based on how you engage or interact with us, such as on social media, and through e-

mails, letters, telephone calls, surveys, etc;

- Use of our website (if applicable);
- From other third parties affiliated with our services;
- From entities within our group.

Important:

To deliver optimal service and maintain our business relationships, certain personal information is essential. If you do not provide the requested personal data necessary for us to evaluate or fulfil your request, we may be unable to process your request, provide the relevant services, or continue with the proposed business relationship.

Use of website cookies:

Our website may use cookies, which are small files stored on your browser, to help it run smoothly, remember your preferences, and gather anonymous usage data. You can block cookies by changing your browser settings, but doing so might limit access to some features. If you don't block them, we'll automatically use cookies when you visit, and by accepting or not rejecting them, you agree we may use any personal information they collect, as outlined in this policy.

8. RECIPIENTS OF PERSONAL INFORMATION

The following people/entities may be recipients of the PI that is being processed by KID Group (or who KID Group could share your PI with) in order to give effect to the purpose of collecting / processing PI:

- HR and Management Staff members of KID Group;
- KID Group Clients;
- Approved intermediary and/or outsourced legal service providers of KID Group;
- Regulatory and Law entities;
- Third-party officers / consultants / professional advisers / investigators.

PI may be hosted on servers and processed by recipients and third parties, which may be located outside of South Africa.

The recipients and third parties are also required to take precautions to treat your personal information confidentially and with the appropriate security measures and protocols.

Although KID Group may share PI with relevant recipients and third parties in order to give effect to any of the purposes stated above, it will be done only with consent from you the subject. Restated, KID Group will only process and store PI that it requires to give effect to the purpose of collection in the course of KID Group business.

9. DATA / INFORMATION PROTECTION AND RETENTION

The Data protection and retention policy includes:

- Definitions pertinent to data / information and management thereof
- A Data / Information Retention Schedule
- Retention Considerations
- Rules for Personally Held Electronic Information
- Data / Information Inventory
- Data / Information Destruction Rules
- Role Disciplines and Responsibilities

10. DATA / INFORMATION SECURITY MEASURES

KID Group endeavours to protect the personal data / information that it processes. The security measures that are put in place is to ensure that no unauthorised personal accesses your personal data / information.

KID Group will take appropriate, reasonable technical and organisational measures to avoid loss of or unlawful access and usage of personal data / information.

The control measures include manual data protection, confidentiality of accessing personal data / information and IT controls as regulated by the following policies of KID Group:

- Data / Information protection policy for staff;
- Records retention and destruction policy;
- Security and Privacy statement for staff/clients (this document).

The following operational controls are implemented at KID Group:

- access controls to premises and equipment;
- confidentiality clauses in employment and supplier agreements;
- POPIA and data protection training.

ICT controls:

- Firewalls;
- End-point protection / protocols;
- Password protections on computers and laptops;
- Malware software protection;
- Storage of electronic data in a cloud that is access controlled;
- Storage of hard copies of data / information of subjects in locked cabinets.

11. RIGHT TO ACCESS, RECTIFY, COMPLAIN, OBJECT

Note that failure to furnish required PI from a subject may result in the engagement tasks with KID Group being postponed, terminated or declined, resulting in a state of non-assurance or no service / product agreements being concluded.

You the subject can request access to its PI that KID Group holds about them at any time. A subject has the right to request that their PI be deleted where KID Group is no longer authorised to retain or no longer uses for the PI.

If any information or your PI needs to be updated, corrected or deleted, then please request any of KID Group's Deputy Information Officers (see contact details on last page below) to affect the respective change.

A subject has on reasonable grounds the right to object to the processing of their PI. In such circumstances, KID Group will give due consideration to the request and the requirements of POPIA.

Please refer to Annexures A and B for information request and complaints forms templates should you have the need to use it.

KID Group may cease to use or disclose personal information and, subject to any statutory and contractual record keeping requirements, also destroy the PI.

You have the right to complain about the management or outstanding requests pertaining to your PI – complaints to be sent to KID Group's Information Officers. If they are unable to resolve your complaint to your satisfaction, you have the right to complain to the Information Regulator.

Address: The Information Regulator. SALU Building, 316 Thabo Sehume Street, Pretoria

Email: inforreg@justice.gov.za

Website: <http://www.justice.gov.za/inforeg/index.html>

You have the right to lodge a complaint with the South African Information Regulator. See the Information Regulator contact details here below.

Physical Address:

**Woodmead North Office Park
54 Maxwell Drive, Woodmead,
Johannesburg, 2191**

Website: <https://inforegulator.org.za/>

POPIA Complaints e-mail: POPIAComplaints@inforegulator.org.za

PAIA Complaints e-mail: PAIAComplaints@inforegulator.org.za

General enquiries e-mail: enquiries@inforegulator.org.za

12. POLICY APPROVAL

Signed: _____



04/11/2025

Date: _____



**Impossible
is nothing
but a
starting
point.**

INFOFLOW

ITBUSINESS



**CUBIC
BLUE**


**ID INFORMATION
DYNAMICS**

**CES
GROUP**

kid
Enterprise Information Management

Contact Us

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