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KapChen Consulting

Data Protection Policy Statement

Issued in Terms of the Protection of Personal Information Act (POPIA), Act No. 4 of 2013

Date: 18 June 2025

Approved by: Gail Anne Kaplan

Review Date: June 2026

1. Introduction

KapChen Consulting is committed to protecting the privacy and security of personal information in accordance with the Protection of Personal Information Act, 2013 (POPIA). This policy outlines the principles and measures we have implemented to ensure compliance with POPIA and to protect the rights of data subjects.

2. Purpose

The purpose of this policy is to:

- Ensure compliance with POPIA.
- Promote the responsible processing of personal information.
- Inform employees, clients, and third parties of their rights.
- Outline procedures to mitigate the risk of data breaches.

3. Scope

This policy applies to:

- All employees and contractors of KapChen Consulting.
- All personal information processed by the company, whether digital or physical.
- Any third parties who process personal information on behalf of the company.

4. Definitions

- **Personal Information:** Any information relating to an identifiable, living natural person or juristic person.
- **Processing:** Any operation involving personal information, including collection, recording, storage, updating, or destruction.
- **Data Subject:** The person to whom the personal information relates.
- **Information Officer:** The person appointed to ensure POPIA compliance.

“We assist with your accounting nightmares”.

5. Principles of Lawful Processing

KapChen Consulting adheres to the following 8 conditions for lawful processing:

1. **Accountability** – The company takes responsibility for ensuring compliance.
2. **Processing Limitation** – Personal information is processed lawfully and minimally.
3. **Purpose Specification** – Data is collected for specific, explicitly defined purposes.
4. **Further Processing Limitation** – Data will not be processed for purposes incompatible with the original intent.
5. **Information Quality** – Steps are taken to ensure accuracy and relevance.
6. **Openness** – The company maintains transparency regarding data collection and usage.
7. **Security Safeguards** – Reasonable safeguards are in place to protect data.
8. **Data Subject Participation** – Data subjects have the right to access, correct, or delete their data.

6. Data Subject Rights

Data subjects have the right to:

- Access their personal information.
- Request correction or deletion.
- Object to processing.
- Lodge complaints with the Information Regulator.

7. Consent and Justification

We will only process personal information with the data subject's consent or where there is a legal justification, such as:

- A legal obligation.
- Contractual necessity.
- Protection of legitimate interests.

8. Information Security

KapChen Consulting implements appropriate technical and organizational measures, including:

- Access control and authentication protocols.
- Secure storage and encryption.
- Regular risk assessments and audits.
- Incident and breach response plans.

9. Third-Party Processors

All third-party service providers that process personal data on our behalf must:

- Sign a Data Processing Agreement.



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- Adhere to the same data protection standards as KapChen Consulting.

10. Retention and Destruction of Records

Personal information is retained only as long as necessary for lawful purposes and then securely deleted or destroyed in accordance with our **Data Retention Policy**.

11. Training and Awareness

All employees are trained on POPIA compliance, security protocols, and their role in protecting personal information.

12. Roles and Responsibilities

- **Information Officer:** Gail Anne Kaplan
- **Deputy Information Officer:** Leandrie Höll
- **Employees:** Gail Anne Kaplan, Chenelle van der Walt & Leandrie Höll

13. Breach Notification

In the event of a data breach:

- The Information Officer will assess and mitigate the breach.
- Affected data subjects and the Information Regulator will be notified within a reasonable time.

14. Policy Review

This policy will be reviewed annually or upon significant changes in law or business processes.

15. Contact

For any questions or complaints relating to this policy, please contact:

Information Officer

Gail Anne Kaplan

Info@kapchen.co.za

082 453 0142

Acknowledgement

I, the undersigned, confirm that I have read and understood this policy and agree to abide by its terms.



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Signature: _____

Name: Gail Anne Kaplan

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