

# Agri Africa FZE (Incorporated in United Arab Emirates) - Record of Processing

## Regulator

The Information Regulator (South Africa)  
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## Responsible Party

<b>Responsible Party Name</b>	Agri Africa FZE (Incorporated in United Arab Emirates)
<b>Head of Organisation / Owner</b>	Matt Kritzinger
<b>Postal Address</b>	P O Box 680 Somerset Mall, Somerset West 7137
<b>Physical Address</b>	Stellenbosch Agri Park, Baden Powell Drive Farm 468, Portion 128, Stellenbosch 7603
<b>Landline</b>	27213003270
<b>Email</b>	compliance@agaviationafrica.com
<b>Country</b>	South Africa

## Information Officer

<b>Name</b>	Danielle Jacqueline Van Der Sandt
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<b>Address</b>	Building G Stellenbosch Agri-park Baden Powell Drive, Lynedoch, Stellenbosch, 7603

## 1. Details of Processing

Data Subject	Processing Purpose
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## Type

Consultants (Contractor /Supplier)	Business advisory	<b>Personal Information Category</b>	
	<p><b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party</p> <p><b>Retention Period:</b> Until no longer needed for purposes of proof</p>	Email address Financial & banking details Name, together with other identifying information Telephone number Physical address	
Consultants (Contractor /Supplier)	Employee recruitment	<b>Personal Information Category</b>	
	<p><b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party</p> <p><b>Retention Period:</b> Until no longer needed for purposes of proof</p>	Email address Financial & banking details Telephone number Name, together with other identifying information	
Customers / Clients (Other)	Customer sales, service and support	<b>Personal Information Category</b>	
	<p><b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party</p> <p><b>Retention Period:</b> Until no longer needed for purposes of proof</p>	Email address Financial & banking details Telephone number Physical address Name, together with other identifying information Identification Number	
Employees (Employee)	Employment and performance management	<b>Personal Information Category</b>	
	<p><b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party</p> <p><b>Retention Period:</b> Until no longer needed for purposes of proof</p>	Education history Email address Employment history Financial & banking details Identification Number Physical address Telephone number Online identifier	
		<b>Special Personal Information Category</b>	<b>Lawful basis</b>
		Health or sex life	S32 - We comply with provisions concerning a data subject's health or sex life
Employees (Employee)	Employee monitoring	<b>Personal Information Category</b>	
	<p><b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject</p>	Email address Employment history	

Employees (Employee)	is party	Name, together with other identifying information
	<b>Retention Period:</b> Until contract completed	Telephone number
	<b>Personal Information Category</b>	
Service Providers (Contractor /Supplier)	Travel and events management	Email address
	<b>Lawful basis:</b> S11 - We have the data subject's consent	Identification Number
	<b>Retention Period:</b> Until consent withdrawn	Telephone number
Service Providers (Contractor /Supplier)	Auditing and taxation services	Location information
	<b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party	<b>Personal Information Category</b>
	<b>Retention Period:</b> Until no longer needed for purposes of proof	Financial & banking details
Service Providers (Contractor /Supplier)	Service delivery	Email address
	<b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party	Name, together with other identifying information
	<b>Retention Period:</b> Until no longer needed for purposes of proof	Telephone number
Suppliers (Contractor /Supplier)	Procurement of goods	Physical address
	<b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party	<b>Personal Information Category</b>
	<b>Retention Period:</b> Until no longer needed for purposes of proof	Email address
Suppliers (Contractor /Supplier)	Procurement of goods	Physical address
	<b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party	<b>Personal Information Category</b>
	<b>Retention Period:</b> Until no longer needed for purposes of proof	Email address
Suppliers (Contractor /Supplier)	Procurement of goods	Financial & banking details
	<b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party	Name, together with other identifying information
	<b>Retention Period:</b> Until no longer needed for purposes of proof	Telephone number
Suppliers (Contractor /Supplier)	Procurement of goods	Physical address
	<b>Lawful basis:</b> S11 - To conclude or perform a contract to which the data subject is party	<b>Personal Information Category</b>
	<b>Retention Period:</b> Until no longer needed for purposes of proof	Email address

## 2. We disclose personal information to the following recipients

Organisation name	Type	Category	Country
Dropbox	Operator	Cloud storage	United States
Travel Agency	Operator	Travel Agency	South Africa
Accounting Firm	Operator	Accounting Firm	South Africa
Khwezi Holdings	Operator	Saas provider	South Africa

South African Revenue Services	Responsible Party	Organ of State	South Africa
Labour Department	Responsible Party	Organ of State	South Africa
Car Rental Agencies	Responsible Party	Car Rental Agencies	South Africa
Manufacturer	Responsible Party	Manufacturer	United States
Easy Popi	Responsible Party	Compliance consulting	South Africa

Where relevant, we confirm whether the destination country has an appropriate law in place, else we make use of the appropriate binding agreement. If the transfer is internal to our organisation, we ensure that we have Binding Corporate Rules in place.

### 3. Security Measures

Through regular risk assessment, we are able to identify security measures necessary to secure the confidentiality and integrity of processing of personal information.

Examples of some of our Technical security measures are as follows:

- Encrypted storage and transfer
- Employee access controls
- Regular updating of security software and systems
- Monitoring to detect potential breaches

Examples of some of our Organisational security measures are as follows:

- Employee awareness and training on relevant policies and procedures
- Undertaking Data Protection Impact Assessments
- A documented disaster recovery program, including regularly tested backups
- Limiting employee access to personal data
- We maintain a risk management program to address information security risks and breaches