



NATIONAL WOOL GROWERS' ASSOCIATION
OF SOUTH AFRICA

PRIVACY POLICY

Version 1: July 2021

Version 2: June 2024

Contents

Privacy policy.....	2
Prospective employees	3 - 4
Employees	5 - 7
Customers	7 - 8
Members, Management and Economic study groups	8 - 9
Individuals screened for COVID 19.....	9 - 10
Consent	9
Sharing information	10
Information transfers	10 - 11
Retention.....	10
Your legal rights.....	11
Changes to this policy	11
Cookies Notice.....	11
Information Technology Policy	12
Internet Usage.....	122
Email Usage	12 - 12
Disclaimer.....	133
Computer Usage.....	14
Security.....	144
Virus Protection.....	15
General.....	16
PROCEDURE FOR THE SAVING AND NAMING OF FILES ON THE NETWORK	166
Email Disclaimer	177
Confidentiality Statement	188
Operator clauses for data processing agreement.....	19

Privacy policy

Effective date: 01 July 2021

National Wool Growers' Association of South Africa is committed to protecting the privacy of personal information of our data subjects. The information you share with us as a data subject allows us to provide you with the best experience with our products and services, or as a stakeholder of National Wool Growers' Association of South Africa.

It is important that you take all necessary and appropriate steps to protect your data yourself (for example, by ensuring that all passwords and access codes are kept secure).

National Wool Growers' Association of South Africa has dedicated policies and procedures in place to protect all personal information collected and processed by us. Please read below for more information on how we collect, process, use and disclose personal information.

Registered address: 41A Pickering Street,
Newton Park,
Port Elizabeth

Information officer contact details: Mr Daniel Johannes Kriek
Tel: +27 (0) 41 365 5030
E-mail: nwga@nwga.co.za

Address:
41A Pickering Street,
Newton Park,
Port Elizabeth

GPS Coordinates:
[33°56'46.0"S 25°33'55.3"E](#)

Postal Address:
41a Pickering Street,
Newton Park,
Port Elizabeth,
6055

Deputy Information Officer: Mrs Patricia Myburgh
Tel: +27 (0) 41 365 5030
E-mail: pattim@nwga.co.za

Collection of data

Personal data may either be collected directly from you, as data subject, or it may be collected from other sources such as:

- a) From your employing company
- b) Through credit and criminal record checks
- c) Through the use of cookies on our website
- d) Through references provided during the application process
- e) From forms completed as part of the Employee Induction process
- f) From specific requests from data operators on our behalf ie Agri Connect (Compilers of the Wool Farmer and NWGA Newsletters)
- g) From the Organisation's field agents
- h) From the NWGA provincial offices
- i) From agricultural study group co-ordinators
- j) From sponsors of competitions and events
- k) Recruitment agencies

Where information is not collected directly from you as a data subject, we will take reasonable steps to inform you of the fact that the information was collected and will be processed.

You must not send us personal information about someone else without first getting his or her consent for it to be used and disclosed in the ways set out in this terms and conditions. This is because we will assume he or she has consented although we may still ask for confirmation from them. Where you do give us information about someone else, or someone else discloses a connection with you, that information may be taken into account with your other personal information.

Prospective employees

In applying for a position within the NWGA, you may provide us with personal information as part of the application process. We may also obtain personal information while performing the required background check, reference check and credit check if relevant.

The personal information that may be obtained during this process is as follows:

Personal information	Purpose for processing	Legal basis for processing
Identification number	Employment purposes	Information is provided by the data subject on the CV and supporting documents including copy of ID
Full Names and Surname	Employment purposes	Information is provided by the data subject on the CV and supporting documents including copy of ID
Addresses	Employment purposes and to contact the applicant	Information is provided by the data subject on the CV and supporting documents
Telephone number	Employment purposes and to contact the applicant	Information is provided by the data subject on the CV and supporting documents

Email Address	Employment purposes and to contact the applicant	Information is provided by the data subject on the CV and supporting documents
Gender	Employment purposes including Employment Equity	Information is provided by the data subject on the CV and supporting documents
Race	Employment purposes including Employment Equity	Information is provided by the data subject on the CV and supporting documents
Disability	Employment purposes including Employment Equity	Information is provided by the data subject on the CV and supporting documents
Professional and Academic qualifications	Employment purposes and to evaluate the application	Information is provided by the data subject on the CV and supporting documents including copies of degrees and academic records
Relevant experience	Employment purposes and to evaluate the application	Information is provided by the data subject on the CV and supporting documents including copies certificates of services
Language ability	Employment purposes to communicate to employees in their preferred language	Information is provided by the data subject on the CV
General health or well-being	Employment purposes and to evaluate the application	Information is provided by the data subject on the CV
References	Employment purposes and to evaluate the application	Information is provided by the data subject on the CV and supporting documents including Letters of Reference or contact details of contactable references
Criminal and Credit check information	Employment purposes and to evaluate the application	Information is provided by the data subject on the CV and supporting documents only where the position requires a fiduciary duty.
Opinions of the recruitment personnel regarding the suitability of the candidate	Employment purposes and to evaluate the application	Information is provided by the data subject on the CV and supporting documents.

Employees

The National Wool Growers' Association of South Africa must process personal information of their employees for various legal and employment purposes. The information that will be processed is as follows:

Personal information	Purpose for processing	Legal basis for processing
Identification number	Employment purposes. Submission of returns to SARS and UIF and SETA. To register as member of the Provident fund. Submission to Payroll Administrator.	Information is provided by the data subject on the CV and supporting documents including copy of ID
Full Names and Surname	Employment purposes. Submission of returns to SARS and UIF and SETA. To register as member of the Provident fund. Submission to Payroll Administrator.	Information is provided by the data subject on the CV and supporting documents including copy of ID
Addresses	Employment purposes. Submission of returns to SARS and UIF. To register as member of the Provident fund. Submission to Payroll Administrator.	Information is provided by the data subject on the CV and supporting documents
Telephone number	Employment purposes. Submission of returns to SARS and UIF. To register as member of the Provident fund. Submission to Payroll Administrator.	Information is provided by the data subject on the CV and supporting documents
Email Address	Employment purposes. Submission of returns to SARS and UIF. To register as member of the Provident fund. Submission to Payroll Administrator.	Information is provided by the data subject on the CV and supporting documents
Gender	Employment purposes incl. Employment Equity. Submission to Payroll Administrator.	Information is provided by the data subject on the CV and supporting documents
Race	Employment purposes incl. Employment Equity. Submission to Payroll Administrator.	Information is provided by the data subject on the CV and supporting documents
Disability	Employment purposes incl. Employment Equity. Submission to Payroll Administrator.	Information is provided by the data subject on the CV and supporting documents
Training results, Professional and Academic qualifications	Employment purposes and returns to the SETA and training records	Information is provided by the data subject on the CV and supporting documents including copies of degrees and academic records as well as participation certificates and/or attendance registers
Relevant experience	Employment purposes and to evaluate the competency	Information is provided by the data subject on the CV and supporting documents including copies certificates of services

Language ability	Employment purposes to communicate to employees in their preferred language. Submission to Payroll Administrator.	Information is provided by the data subject on the CV
General health or well-being	Employment purposes and to evaluate leave applications	Information is provided by the data subject on the CV. Information provided in terms of the Company's leave policy
Pregnancy	Employment purposes and to evaluate leave applications. Submission of returns to UIF. Submission to Payroll Administrator.	Information provided in terms of the Company's leave policy
References	Employment purposes and to evaluate the performance	Information is provided by the data subject on the CV and supporting documents including Letters of Reference or contact details of contactable references
Criminal and Credit check information	Employment purposes and to evaluate the competency	Information is provided by the data subject on the CV and supporting documents only where the position requires a fiduciary duty.
Banking Details	Employment purposes. Submission of returns to SARS and UIF. To register as member of the Provident fund. Submission to Payroll Administrator.	Information is provided by the data subject on induction documentation
Income Tax Registration numbers	Employment purposes. Submission of returns to SARS and UIF. To register as member of the Provident fund. Submission to Payroll Administrator.	Information is provided by the data subject on induction documentation
Disciplinary records	Employment purposes and to maintain and manage labour relations. Submission to Labour Consultant (SEESA).	Information is gathered from various sources during the disciplinary process as contemplated in terms of Sched 8 of the LRA
Opinions of persons	Employment purposes and performance appraisals. To maintain and manage labour relations. Submission to Labour Consultant (SEESA).	Information is gathered from various sources ie performance appraisal system, formative assessments, correspondence, disciplinary records and training feedback reports during the performance appraisal process.
Financial history	Audit trail of past transactions with the employee for payroll purposes ie claims, remuneration, deductions and employee loans. Submission to Payroll Administrator.	Information is agreed to between the employer and the employee on appointment and salary review.

Customers

In order for us to provide you with the best service, we need to collect and process personal information from you as a customer. This information will consist of the following:

Personal information	Purpose for processing	Legal basis for processing
Title of person	Billing purposes and legal recovery process	Information is gathered from Credit Applications, Sponsorship agreements or specific contracts
Identification number	Billing purposes and legal recovery process	Information is gathered from Credit Applications, Sponsorship agreements or specific contracts
Full Names and Surname	Billing purposes and legal recovery process	Information is gathered from Credit Applications, Sponsorship agreements or specific contracts
Addresses	Billing purposes and legal recovery process	Information is gathered from Credit Applications, Sponsorship agreements or specific contracts
Telephone number	Billing purposes and legal recovery process	Information is gathered from Credit Applications, Sponsorship agreements or specific contracts
Email Address	Billing purposes and legal recovery process	Information is gathered from Credit Applications, Sponsorship agreements or specific contracts
Company/Organisation's Name	Billing purposes and legal recovery process	Information is gathered from Credit Applications, Sponsorship agreements or specific contracts
Company/Organisation's Registration number	Billing purposes and legal recovery process	Information is gathered from Credit Applications, Sponsorship agreements or specific contracts
Location	Billing purposes and legal recovery process	Information is gathered from Credit Applications, Sponsorship agreements or specific contracts
Producer number	Billing purposes and legal recovery process	Information is gathered from Credit Applications, Sponsorship agreements or specific contracts
The views or opinions of another individual about the person	Evaluation of credit ratings and terms	Information is gathered from Credit Applications, Supplier references
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	Evaluation of credit ratings and terms	Information is gathered from Credit Applications, Supplier references, Sponsorship agreements or specific contracts.

Members, Management and Economic study groups

Personal information	Purpose for processing	Legal basis for processing
Title of person	<ul style="list-style-type: none"> • Providing membership services to members. • Provide to field agents. • Maintaining Industry Statistics. • Billing purposes and providing notices of events, competitions and industry related information to members. • Register of members. • Confirmation of Membership in good standing. • Submission to Wool brokers for recovery of membership fees. • Submission to Agri Connect for distribution of monthly newsletter. • Submission of Tax Certificates. • Economic study groups. 	Information is gathered from Membership Applications completed by producers.
Identification number		
Full Names and Surname		
Addresses		
Telephone number		
Email Address		
Organisation's Name		
Organisation's Registration number		
Location		
Producer number		
Income Tax number	<ul style="list-style-type: none"> • Submission of Tax Certificates. 	Information is gathered from Membership Applications completed by producers.
Gender	<ul style="list-style-type: none"> • Government tenders and similar requests/ applications. • Providing membership services to members. • Maintaining Industry Statistics. 	Information is gathered from Membership Applications completed by producers.
Race		
Age	<ul style="list-style-type: none"> • Register of Members. • Maintaining Industry Statistics. • Submission of Tax certificates to SARS 	Information is gathered from Membership Applications completed by producers.
Language	<ul style="list-style-type: none"> • Language preference for communication purposes • Providing membership services to members. • Submission to Agri Connect. • Economic study groups. 	Information is gathered from Membership Applications completed by producers.
Financial history	Economic study groups. Data subject pays NWGA for survey and analysis. Information of past transactions for record keeping purposes.	Payroll related communications and organisational policy matters Correspondence from members who participate in Economic study groups.
Correspondence sent by the person that is implicitly or explicitly of a private	<ul style="list-style-type: none"> • Providing membership services to members. • Payments to members for awards and prizes. 	Information is gathered from Correspondence regarding: Banking details, Payroll related communications and

or confidential nature, or further correspondence that would reveal the contents of the original correspondence	<ul style="list-style-type: none"> •Economic study groups - Data subject pays NWGA for survey and analysis. 	organisational policy matters
The views or opinions of another individual about the person	<ul style="list-style-type: none"> •Providing membership services to members. •Submission to Agri Connect. •Economic study groups - Data subject pays NWGA for survey and analysis. 	Information is gathered from producers and featured persons regarding specific inclusion in newsletters. Minutes of meetings and congresses.

Although National Wool Growers' Association of South Africa will keep your personal information confidential at all times, you agree and consent that National Wool Growers' Association of South Africa may:

- a) Communicate with you electronically in relation with the service or product being provided (email, fax, telephone or through any other relevant or secured electronic platform)
- b) Obtain any relevant personal information, from any person or institution, necessary to comply with the agreement between you and National Wool Growers' Association of South Africa
- c) Obtain credit information from any person or institution where necessary
- d) Verify the information provided herein and to contact other third party for purposes of the same
- e) Disclose personal information to regulatory or government agencies in accordance with the relevant legislation or directive
- f) Use personal information to market new or other products of the company which may be suitable or relevant to you

Individuals screened for COVID 19

The personal information collected is necessary to comply with the COVID 19 screening as required by the Disaster management Act and supplementary regulations and directives. This information will be kept confidential unless disclosure is required by law. E.g. should a positive case be identified. This information will be stored for a period of 7 years and thereafter be destroyed. If you do not provide the information as required, we can limit or refuse you access to the premises.

Consent

Where the legal basis for us processing your personal information is consent as above, it will be included in the contract or agreement concluded with you. This consent may be withdrawn at any time, however this withdrawal of consent will not make processing we undertook before your withdrawal unlawful. You will not suffer any detriment for withdrawing your consent.

You may withdraw your consent by contacting our information officer, whose details are provided at the beginning of the privacy policy.

Where the legal basis for processing is for the proper performance of the contract, and you fail to provide us with the information or request us to stop processing this information, it may create limitations on our performance of the contract or agreement.

Sharing information

In processing your personal information, we may share it with third party processors under an operator's agreement. These include but are not limited to:

- a) Payment processors
- b) Email management and distribution tools
- c) Data storage providers
- d) Server hosts
- e) Provident funds
- f) Wool Broker Companies
- g) Agri Connect for purpose of compilation and distribution of Newsletter
- h) Payroll administrators
- i) Field agents and provincial offices
- j) SARS, Department of Labour and the relevant SETA's as required by law.
- k) Entities requiring confirmation of membership in good standing based on specific authorisation.

As an operator, these service providers will not be able to process or use your data for any reason other than to provide the service as required by us. They also need to implement proper safeguards to ensure the personal information is secured at all times.

Information transfers

We may transfer to, and store personal information we collect about you, in countries other than South Africa. These countries may not have the same data protection laws as South Africa, and in this instance we will only transfer the information if we have consent from you, or it is necessary for the performance or conclusion of a contract between us. Countries we may transfer data to includes:

Foreign country	Reason for transfer of data
Eg. Norway	Wool production statistics, attendance registers, etc.

Retention

National Wool Growers' Association of South Africa is required to comply with various different legislative retention periods, which leads to different retention requirements. As such we have opted for the longest retention period required from us for legal purposes and apply this to all our data.

Your personal information will be kept for a period of 7 years in order for us to comply with all legal requirements.

Your legal rights

You have the following rights under the Protection of Personal Information Act:

- a) Request access to your personal information
- b) Request a correction or deletion of personal information
- c) Object to the processing of personal information
- d) Lodge a complaint to the Information Regulator

If you want to exercise any of the rights described above, or are dissatisfied with the way we have used your personal information, please contact the information officer.

Changes to this policy

This policy may change from time to time. The latest effective date will be highlighted at the start of the privacy policy.

Cookies Notice

Our Website makes use of cookies to provide, improve, protect, and promote our Services. These cookies are used to collect information about how you interact with our website.

Please click on the link below in order to view the Cookies Notice

[Website Terms and Conditions | NWGA](#)

Cookies help us remembering you for your next visit and understanding how you are interacting with our Services in order to improve and customize your browsing experience. You can set your browser to not accept cookies, but this may limit your ability to use the services.

Information Technology Policy

1. Internet Usage

- 1.1 EMPLOYEES with internet access may not abuse the EMPLOYER'S internet facility for personal purposes. The EMPLOYER is entitled to monitor any EMPLOYEE'S internet usage and to remove the EMPLOYEE'S access to the internet at its sole discretion.
- 1.2 The EMPLOYEE may not use the internet facility to:
 - 1.2.1 Host or display personal web pages.
 - 1.2.2 Download any documents or images not related to the EMPLOYER'S business.
 - 1.2.3 Access, download or post any documents, images, materials or statements which are prohibited by any legislation or which may reasonably be construed as being undesirable, sexually explicit, profane, obscene, intimidating, defamatory, discriminatory, harassing, racially or religiously prejudicial or which would constitute an infringement of a third party's intellectual property rights (collectively "PROHIBITED MATERIAL").
 - 1.2.4 Subscribe to or participate in chat groups, bulletin boards, news groups or discussion groups not related to the EMPLOYER'S business.
 - 1.2.5 Post or transmit the EMPLOYER'S CONFIDENTIAL INFORMATION, including usernames, passwords, security codes, or service specific information which would assist any person to gain unauthorised access to the EMPLOYER'S COMPUTER SYSTEM, save without the prior approval of MANAGEMENT.
 - 1.2.6 Knowingly introduce viruses into the EMPLOYER'S COMPUTER SYSTEM.
 - 1.2.7 Share personal information of any data subject of the entity obtained as a result of being an employee.
- 1.3 No EMPLOYEE may use another EMPLOYEE'S internet facility unless authorised by MANAGEMENT.

2. Email Usage

- 2.1 The email facility must be used for business purposes only.
- 2.2 It is accepted that the EMPLOYEE may receive personal email provided that it is in the form of text messages only and does not include attachments in the form of video clips, executable files, graphic files, etc. It is also accepted that the EMPLOYEE may use the email facility for personal purposes but that the EMPLOYEE'S use as aforesaid is incidental to the business purpose. Any abuse of the email facility by the EMPLOYEE may result in the EMPLOYEE being refused permission to use the email facility for personal purposes.
- 2.3 The EMPLOYEE may not use the email facility to:
 - 2.3.1 Initiate or forward any chain message or other message which asks the recipient to forward the message to multiple other users, unless such message is required for purposes of the EMPLOYER'S business.

- 2.3.2 Send unsolicited commercial email to persons with whom the EMPLOYER has no prior relationship.
 - 2.3.3 Send or receive email messages, files or attachments in excess of 2 megabytes (or any other size as may be determined/stipulated by MANAGEMENT from time to time), unless required for purposes of the EMPLOYER'S business.
 - 2.3.4 Send, download, display or store PROHIBITED MATERIAL. If any PROHIBITED MATERIAL is inadvertently received, the incident must be immediately reported to MANAGEMENT.
- 2.4 No EMPLOYEE may use another EMPLOYEE'S email facility unless authorised by MANAGEMENT.
- 2.5 The EMPLOYEE may not disguise his identity when using the email.
- 2.6 The EMPLOYEE may not alter the "from" line or any other indication of the origin of the email message.
- 2.7 The EMPLOYEE must adhere to the email operating procedures as issued from time to time.
- 2.8 All email correspondence sent or received in which an opinion is expressed or information is requested or given must be saved under Client Data in an applicable client folder in accordance with the procedure for the saving and naming of files on the network OR a hard copy of the email correspondence must be filed in the correspondence file for the particular client.
- 2.9 No EMPLOYEE may express an opinion or bind the EMPLOYER in email correspondence unless approved by MANAGEMENT.
- 2.10 When receiving emails from clients, personal information contained in these emails must be kept confidential.
- 2.10.1 Where possible, emails must be acted upon and deleted as soon as possible,
 - 2.10.2 Emails will not be forwarded outside the company unless the client requested this.
3. **Disclaimer**
- 3.1 The EMPLOYEE will ensure that every email message sent contains the disclaimer at the end of such message.
 - 3.2 No EMPLOYEE is permitted to alter the content of the disclaimer.
 - 3.3 No EMPLOYEE is permitted to change the set-up of the email or the signatory clause at the end of the email message.

4. Computer Usage

- 4.1 The appointed IT Consultant is required to carry out all maintenance and support of the EMPLOYER'S COMPUTER SYSTEM. No EMPLOYEE may attempt to repair the EMPLOYER'S COMPUTER SYSTEM, or any part thereof.
- 4.2 The EMPLOYER has licensed or developed certain software for use on its COMPUTER SYSTEM.
- 4.3 So as to ensure that the EMPLOYER complies with its obligations in terms of the software licenses and in order to protect the EMPLOYER'S proprietary interest, no EMPLOYEE may:
 - 4.3.1 Use any unlicensed software on the COMPUTER SYSTEM.
 - 4.3.2 Install any other licensed software on the COMPUTER SYSTEM, save with the prior approval of MANAGEMENT.
 - 4.3.3 Copy the software on the COMPUTER SYSTEM for use on any other computer.
 - 4.3.4 Modify, revise or adapt any software used on the COMPUTER SYSTEM.
- 4.4 The EMPLOYER reserves the right to inspect any COMPUTER SYSTEM used by the EMPLOYEE to ensure that the EMPLOYEE complies with his obligations regarding software.
- 4.5 The EMPLOYEE may not access, download, store, display or post any PROHIBITED MATERIAL on the COMPUTER SYSTEM.
- 4.6 No EMPLOYEE may use another EMPLOYEE'S computer unless authorised by MANAGEMENT.

5. Security

- 5.1 Each EMPLOYEE must ensure that their computers and cell phones are adequately protected against theft and damage. In this regard, the equipment must be secured as follows:
 - (a) Where applicable, reception staff must maintain access controls at all times. They must ensure that no visitor removes any computer equipment belonging to the EMPLOYER from the premises. EMPLOYEES must remain vigilant w.r.t any suspicious behaviour demonstrated by other staff members as well as visitors regarding the use and security over computer equipment.
 - (b) All portable computers belonging to the Employer must be placed in the boot of employee's vehicles while travelling to and from work and other engagements/meetings.
 - (c) All portable computers belonging to the EMPLOYER may not be left in vehicles overnight. It must be safeguarded in an access-controlled environment, or an environment protected by an alarm system. Should portable computers be stolen from vehicles and private residences in contravention of these requirements, disciplinary action may ensue.
 - (d) All portable computers belonging to the EMPLOYER must be protected by way of a unique username and password to ensure that no unauthorized access to data and

files are obtained by individuals who are not authorized to access such information/data/programmes/images etc.

- (e) Removable storage devices must be safeguarded in a similar way as portable computers.
- 5.2 All EMPLOYEES are responsible for ensuring the security, integrity and confidentiality of all data stored on the local memory of their computer, in particular any client data. In this regard, any flash disk used to store data must be securely kept at all times. If the EMPLOYEE is out of the office for extended periods of time, such EMPLOYEE is required to regularly store such data on the EMPLOYER'S COMPUTER SYSTEM.
- 5.3 If any device is stolen, the employee should report it immediately and steps should be taken to change all access passwords.
- 5.4 Employees should under no circumstances store any information on memory sticks, unless such memory sticks are password protected.
- 5.5 Each EMPLOYEE is required to have a lockscreen password / fingerprint ID / facial recognition to access their cellphones which may contain NWGA information (eg. personnel / farmer contact details, emails, NWGA WhatsApp groups, etc) This rule also applies to NWGA desktops and laptops.

6. Virus Protection

- 6.1 The EMPLOYEE must ensure that the latest anti-virus protection software provided by the EMPLOYER has been installed on their computer and is permanently enabled.
- 6.2 If a virus is detected, the EMPLOYEE must immediately notify the IT Administrator.
- 6.3 Only EMPLOYEES who are authorised users may have access to the EMPLOYER'S COMPUTER SYSTEM.
- 6.4 No EMPLOYEE may access, copy, alter or delete data or files on the COMPUTER SYSTEM, save for the express consent of MANAGEMENT.
- 6.5 The EMPLOYEE is required to keep his username and password confidential and may not disclose it to any other person unless authorised by MANAGEMENT or unless required by the IT Consultant.
- 6.6 No EMPLOYEE is permitted to use any other EMPLOYEE'S username or password to access the COMPUTER SYSTEM, unless authorised by MANAGEMENT.
- 6.7 To assist EMPLOYEES to keep their password confidential, the following standards must be adhered to:
 - 6.7.1 Passwords should not be printed or stored in any manner or form.
 - 6.7.2 Passwords should have a minimum length of seven alpha numerical characters and may not be repeated within six changes of each other.
 - 6.7.3 Obvious passwords should be avoided.

7. General

- 7.1 The EMPLOYER expects professional and moral conduct from its EMPLOYEES at all times. Accordingly, all EMPLOYEES are expressly prohibited from sending, receiving or downloading material either off the Internet, or through their email addresses, constituting PROHIBITED MATERIAL, whether written, in picture or in cartoon format.
- 7.2 The EMPLOYEE agrees that no email, even if it is addressed to him personally, is considered confidential, nor is his use of the EMPLOYER'S internet, use of the EMPLOYER'S intranet, use of the EMPLOYER'S electronic communication systems or use of the EMPLOYER'S COMPUTER SYSTEMS (including computers owned by the EMPLOYER) considered confidential.
- 7.3 The EMPLOYEE agrees that the EMPLOYER reserves the right to open and read all such communications, to intercept, monitor, filter, block and act upon his use of the email, internet, intranet, electronic communication systems or COMPUTER SYSTEMS (including computers owned by the EMPLOYER) and, if necessary, to return, re-direct or refer undesirable communication to any third party.
- 7.4 The EMPLOYEE agrees that he will have no claim of any nature whatsoever against the EMPLOYER for any losses, damages, costs or expenses arising out of or in connection with his use of the EMPLOYER'S email, internet, intranet, electronic communication systems or COMPUTER SYSTEMS (including computers owned by the EMPLOYER) for personal purposes and has indemnified the EMPLOYER in respect thereof.
- 7.5 Should any EMPLOYEE breach the terms of this policy, formal disciplinary action will be taken against him and the EMPLOYER may charge the EMPLOYEE concerned with the cost of the usage of the internet/Email facility. Any breach by the EMPLOYEE of the provisions of this policy will be considered by the EMPLOYER in an extremely serious light and may result in the termination of the services of an EMPLOYEE.

Procedure for the saving and naming of files on NWGA Computers / Network

- 8.1 The procedure for the naming, saving, referencing and typing of all correspondence, documents and financial statements is set out in this policy. All EMPLOYEES are obliged to adhere to this policy. Should any EMPLOYEE breach the terms of this policy, formal disciplinary action may be taken against him.
- 8.2 **In offices where the NWGA makes use of a Network**, employees are not allowed to save any official NWGA document, file, correspondence, letters, contracts or any other official document of any other nature on their local drives.
- 8.3 All documents must at all times be saved on the NWGA Computer / Laptop under a relevant folder with the correct description. In the event of a hardware failure, theft or damages to a computer for whatever reason, employees must ensure that their

work has been saved on the appropriate files on a daily basis to ensure that the Irontree backup is successful.

- 8.4 Disciplinary action may be instituted against staff who do not follow this procedure.

Email Disclaimer

Personal information contained in emails received from clients will only be processed for the purposes obtained as disclosed in our privacy policy. Data subjects who email National Wool Growers' Association of South Africa note that even though personal information contained in emails may not be processed, it will be stored on the email server as part of the received email itself. National Wool Growers' Association of South Africa has safeguards in place to ensure the confidentiality of this personal information.

Confidentiality Statement

To the management of National Wool Growers' Association of South Africa

I, the undersigned _____

1. Will not disclose any confidential information which includes, but is not limited to:
 - (a) The employer's and/or client's and/or customers trade secrets, products, new developments, business methods and techniques.
 - (b) The employer's and/or client's and/or customer's discoveries, inventions, devices, improvements, machines and processes, whether designed and/or developed by any employee of the employer.
 - (c) The identity of the employer's clients and customers, together with the contractual relationships between the employer and these clients and customers, which information that is not freely available to the general public, but which the employees obtain as a result of their employment with the employer.
 - (d) Charge-out rates, price lists and pricing structures used by the employer.
 - (e) Any and all financial details of the employer's relationships with its clients, customers, suppliers and business associates.
 - (f) Details of any remuneration paid by the employer to its employees and/or contractors.
 - (g) That information referred to in terms of the Confidentiality Clause specified in the contracts of employment for the whole period of my service to National Wool Growers' Assoc of SA.
 - (h) Any other matters which relate to the business of the employer and in respect of which information is not readily available in the ordinary course of business to a competitor of the employer or any person both within and outside of the employer.
 - (i) Any and all personal information of data subjects of the entity as described in the POPI manual.
2. Accept that should I disclose any confidential information (as above) I may be subjected to:
 - (a) Serious disciplinary action, which may result in the termination of my services; and/or
 - (b) Any appropriate interim interdict launched by the employer against me, restraining me from disclosing, copying and/or using such confidential information, whether for my own benefit or the benefit of any third party of whatsoever nature; and/or
 - (c) Any appropriate damages claim launched by the employer against me for monetary loss and harm caused to the business of the employer by my actions.

Employee Name

Signature

Date