

BBRASS SKN PTY LTD – POPIA Compliance Policy

Last updated: April 2026

BBRASS SKN PTY LTD Registration Number: 2025 / 917649 / 07 (“**BBrass Skn**”, “**we**”, “**us**”, “**our**”) is committed to protecting your personal information and complying with the **Protection of Personal Information Act, 2013 (POPIA)** and all other applicable data protection laws in South Africa.

1. Purpose of this Policy

This Policy explains how BBrass Skn collects, processes, stores, and protects personal information, and outlines your rights as a data subject.

2. Information Officer

Name: Nosipho Maseko

Position: Information Officer

Email: admin@bbrass.co.za

Telephone: +27 73 992 7872

3. Personal Information We Collect

We may collect the following personal information depending on how you interact with us:

- **Website visitors/Customers:** IP address, browser type, pages visited (via cookies or analytics – if used).

4. Purpose of Processing Personal Information

We process personal information only for the following lawful purposes:

- Processing orders.
- Administering.
- Communicating with website visitors/customers.
- Complying with legal and regulatory obligations (including SARS and CIPC)
- Improving our services and website (if analytics are used).

5. Consent

Where required by POPIA, we will obtain your **voluntary, specific, and informed consent** before collecting or processing your personal information. You may withdraw consent at any time by contacting our Information Officer.

6. Sharing of Personal Information

We may share your personal information with:

- Our directors, staff, and contracted service providers (who are bound by confidentiality and POPIA obligations).
- Regulatory authorities when legally required.
- Third-party payment processors for donations – only the minimum information necessary.

We do **not** sell personal information to third parties.

7. Security of Personal Information

We implement reasonable technical and organisational measures to protect your personal information against loss, unauthorised access, disclosure, or destruction. These include password protection, access controls, and secure servers.

8. Retention of Personal Information

We retain personal information only for as long as it is necessary to fulfil the purpose for which it was collected, or as required by law. Once no longer needed, it will be securely deleted or anonymised.

9. Your Rights as a Data Subject

You have the right to:

- Access your personal information.
- Request correction or deletion of inaccurate, irrelevant, or excessive information.
- Object to the processing of your personal information.
- Lodge a complaint with the **Information Regulator** (South Africa).

To exercise any of these rights, please contact our Information Officer.

10. Cookies and Website Tracking

Our website may use essential cookies. We do not currently use non-essential tracking cookies, but if we do in future, we will obtain consent and update this policy.

11. Changes to this Policy

We may update this POPIA Policy from time to time. The latest version will always be available on our website at www.bbrass.co.za.

12. Contact Us

If you have any questions about this policy or how we handle your personal information, please contact:

Information Officer

Nosipho Maseko

Brass Skn

Email: admin@bbrass.co.za

Phone: +27 73 992 7872