

Privacy Policy

(In Relation to the Tip-Top Foods Group Mobile Applications)

Effective Date: 14 August 2024

Introduction

Tip-Top Milk (Pty) Ltd is committed to protecting the privacy of individuals within the business who use our mobile applications; **Tip-Top Milk Inspection** and **IRIS Access Control**, and related services. This Privacy Policy explains how we collect, use, and protect your information when you use the application, which is exclusively for business purposes only.

1. Information We Collect

We may collect the following types of information:

- **Business Information:** Information such as employee names, business email addresses, job titles, and other work-related details provided to us.
- **Usage Data:** Information about your interactions with the application, including device information and usage patterns.
- **Business-Related Data:** Data entered or processed through the App that pertains to the operations and activities of the business.

2. How We Use Your Information

We use the information we collect solely for business purposes, including:

- Facilitating business operations and improving work efficiency.
- Ensuring secure access and use of the application.
- Supporting internal communication and coordination within the business.

3. Data Sharing

We do not share any information collected through the application with third parties. All data processed within the App is strictly for use within the business and aligned with the business's operational needs.

4. Compliance with the Protection of Personal Information Act (POPIA)

All data processing activities conducted through the application comply with the Protection of Personal Information Act (POPIA) of South Africa. We are committed to handling all personal information in accordance with the principles of the Act, ensuring that data is processed lawfully, minimally, and securely.

5. Data Retention

We retain your data for as long as it is necessary to fulfil the business purposes outlined in this Privacy Policy. If you have any question regarding the handling or deletion of your data, please contact the designated internal data protection officer for queries.

6. Security

We implement appropriate technical and organizational measures to protect your data from unauthorized access, alteration, disclosure, or destruction, in line with both company policy and South Africa's POPI Act.

7. Your Rights

As a user within the business, you have the right to access, correct, or request the deletion of your personal data be it in line with the company's POPI Act policy. Any concerns regarding data processing can be addressed through our internal data protection officer.

8. Contact Us

If you have any questions or concerns about this Privacy Policy or the way we handle your information, please contact us at:

Tip-Top Milk (Pty) Ltd
support@tiptopmilk.co.za
056 555 0025

9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal obligations. Any changes will be communicated to users within the business, and the updated policy will be available on this page with an effective date.