



Date: 25/06/2021

GENERAL COMMUNICATION REGARDING THE METALLURGICAL TESTING LABS PRIVACY STATEMENT

The compliance sections of the Protection of Personal Information Act, Act No. 4 of 2013 (POPIA), will become effective on 1 July 2021. POPIA deals with the governance and safeguarding of personal information in South Africa and outlines how South African institutions, including Metallurgical Testing Labs (PTY) LTD need to go about collecting, processing, storing, sharing, and maintaining personal information.

Personal information refers to any form of information that is identifiable or relates to an identified or identifiable natural person or existing legal entity, which may include but is not limited to names, mailing address, phone numbers, email addresses, business facsimile numbers, registration or identification numbers, and financial history.

It is noted that Metallurgical Testing Labs is not in the business of collecting or processing personal information, however in the unlikely event that personal information is received by Metallurgical Testing Labs, it will be safeguarded in accordance with the above mentioned act.

In relation to the personal information that we hold or process Metallurgical Testing Labs is the Responsible Party and you are the Data Subject. As a Responsible Party, Metallurgical Testing Labs is required to comply with the 8 conditions for the lawful processing of personal information as set out in POPIA.

Our privacy practices are set out in the Privacy Statement, available on request, and an abridged version of which may be accessed on this link: [Metallurgical Testing Labs Privacy Statement](#).

We therefore bring to your attention that we have adopted a Privacy Statement which details the privacy practices that we follow when processing any information defined as personal information.

Should any personal information be provided to Metallurgical Testing Labs the provider agrees to us processing such information in accordance with our Privacy Statement which is governed by POPIA.

We generally process and hold Personal Information that you disclosed or that you from time to time disclose to Metallurgical Testing Labs for the following purposes:

1. In relation to the issuing of test certificates in accordance with BS EN 10204 3.1 or 3.2 as per your order to Metallurgical Testing Labs;
2. To respond to an e-mail that you have sent to us by return e-mail or by phone;
3. To contact you from time to time as a valued client and we agree not to send an abundance of emails that can be construed as SPAM;
4. For such other uses which Metallurgical Testing Labs is authorised by law to carry out.

All Personal Information received will be handled in a lawful, justifiable and reasonable manner. We will be as open and transparent as possible with you as to how your Personal Information is handled.

We are committed to compliance with data protection laws POPIA, and respect your privacy.

All comments, questions, concerns or complaints regarding your Personal Information or this Privacy Statement, including any objection to the Processing of Personal Information, should be forwarded to us as follows:

Attention: Graham Knight
Per email: graham@mtlabs.co.za

Yours faith fully

Regards
Graham Knight
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