

Dear External Service

Section 14 of the Constitution of the Republic of South Africa, 1996, provides that everyone has the right to privacy; furthermore, the Protection of Personal Information Act, 4 of 2013 (POPI) further reiterates that the right to privacy includes a right to protection against the unlawful collection, retention, dissemination and use of personal information.

Following this, Hortec (PTY) Ltd as a Responsible Party and a Conformity Assessment Body in accordance with the recognised International Standard ISO/IEC 17025:2017, confirm that we hold certain personal information about your business.

This information includes your company name, registration number, company employee e-mails for various departments, company or delivery addresses, telephone numbers, VAT number and, in some instances, banking details.

All of this information was obtained from you when you came into service agreement with Hortec. We can confirm that we do not intend to share your information with anybody outside our business without your consent. **All information is treated as highly private and confidential.**

It is your responsibility to submit complete, up-to-date, relevant, not misleading and accurate information in all respects. Should there be any changes, please inform Hortec timeously of such changes.

Hortec agrees to manage the data capturing and storage process of all PI carefully within the lawful framework as set out in the act. **Unless we receive a reply, no later than the 1st of July, that does not give us consent we will accept no replies as consent and will continue to protect personal and confidential information according to the act.**

All terminology and phrases used in this email will be interpreted as defined by the Protection of Personal Information Act, No. 4 of 2013.