



Impendulo Design Architects (Pty) Ltd

Protection of Personal Information Act (POPIA) Manual

Date of Compilation: 25 June 2025

Date of Revision: 25 June 2025

1. INTRODUCTION

This manual sets out how Impendulo Design Architects (Pty) Ltd complies with the Protection of Personal Information Act, 2013 (POPIA) when collecting, processing, storing, and sharing personal information.

2. INFORMATION OFFICER

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Deputy Information Officer:

Name: Nancy Goncalves

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3. PURPOSE OF PROCESSING

We process personal information to:

- Deliver architectural services.
- Manage employees and suppliers.
- Comply with legal and contractual obligations.
- Maintain financial and operational records.

4. PERSONAL INFORMATION COLLECTED

Clients – Names, addresses, ID numbers, contact details, project requirements

Employees – IDs, contact info, qualifications, race, gender, banking details

Service Providers – Company details, VAT numbers, contact details, banking details

5. LAWFUL PROCESSING

Personal information is processed lawfully and fairly, with consent where required, and in line with the purposes stated above.

6. STORAGE AND RETENTION

Personal information is stored securely and retained only as long as necessary for legal, contractual, or operational requirements.

7. SHARING OF INFORMATION

We may share personal information with:

- Regulatory bodies
- Professional consultants (engineers, quantity surveyors)
- Law enforcement (when required by law)

No personal information is transferred outside South Africa.

8. DATA SUBJECT RIGHTS

You have the right to:

- Access your personal information.
- Request correction or deletion.
- Object to processing.
- Lodge complaints with the Information Regulator.

9. SECURITY SAFEGUARDS

Security measures include:

- Password-protected systems
- Antivirus and firewall protection
- Restricted access to records
- Locked filing cabinets for physical records

Issued by:

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Signed by CEO/Director.