

# ABM Office National Privacy Notice

ABM Office National contact details:

Address: 28 New Street, Grahamstown, 6139

Phone Number: 046 622 4611

E-mail: [abmon@abmon.co.za](mailto:abmon@abmon.co.za)

## The type of personal information we collect:

We currently collect and process the following information:

- Customer Name, address, contact number, VAT#
- Supplier Name, address, contact number, VAT#, banking details

## How we collect the personal information and why we have it:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- used to process sales, receipts, returns and deliveries and maintain working relationships
- to assist in sales / repairs
- received from supplier to maintain working relationships

## We use the information that you have given us to:

- To assist with sales, receipts, returns and deliveries.
- Support and service of machines.
- To make contact regarding business and/or online transactions
- Circulate promotions via E-mail, WhatsApp and online platforms

## We may share this information with:

- to assist with quote, sales of stamps or personalised items.
- to resolve online transactions with support office
- with auditor for promotion competitions
- all personal information is only shared with trustworthy third parties after obtaining consent from applicable data subject(s).

## Considering the Protection of Personal Information Act, the lawful bases we rely on for processing personal information are:

- 1) The data subject or a competent person where the data subject is a child **consents** to the processing, OR;
- 2) The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party, OR;
- 3) The processing complies with an **obligation** imposed by law on the business, OR;

- 4) The processing protects a **legitimate** interest of the data subject, OR;
- 5) The processing is necessary for the proper performance of a **public law** duty by the business, OR;
- 6) The processing is necessary for pursuing the legitimate **interest** of the business or of a third party to whom the information is supplied.

### How we store your personal information:

Your information is securely stored on our Server. We only keep your information for the absolute minimum period of time necessary, according to prevailing legislation and the prescribed retention period (this will depend on the type of information).

### Access to and Correction of Personal Information:

You are welcome to contact the Information Officer of the Responsible Party, Greg McLean, either telephonically on the business landline, or via email.

### How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us in writing.

You can also complain to the INFORMATION REGULATOR if you are unhappy with how we have used your data.

### **The Information Regulator's address:**

**WOODMEAD NORTH OFFICE PARK  
54 MAXWELL DRIVE  
WOODMEAD  
JOHANNESBURG**  
Telephone number:  
010 0235200 [enquiries@inforegulator.org.za](mailto:enquiries@inforegulator.org.za)

### **Information Regulator website:**

<https://registrations.inforegulator.org.za/>