



# VITA ANCHOR DEVELOPING SOLUTIONS

## POPIA / DATA PRIVACY NOTICE

*(Protection of Personal Information Act Compliance)*

### 1. INTRODUCTION

Vita Anchor Developing Solutions (“Vita Anchor”) is committed to protecting the privacy and confidentiality of all personal and business information in accordance with the **Protection of Personal Information Act (POPIA)**.

This notice explains how we collect, use, store, and protect your information.

### 2. INFORMATION WE COLLECT

We may collect and process the following information:

#### ◆ Personal Information

- Full name
- Contact details (email, phone number)
- Identification details (if required for services)

#### ◆ Business Information

- Business name and details
- Financial or operational information (where required)
- Documents provided for business development services

### 3. PURPOSE OF COLLECTION

Your information is collected for the following purposes:

- Providing business development services
- Preparing documents (business plans, safety files, etc.)
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Vita Anchor (PTY)Ltd

T/A

Vita Anchor Development Solutions

Anchoring Lives, Empowering Futures

Call: Elly Volpe - 063 974 695

Email: ev@vita-anchor.co.za

Company Registration: 2023/824120/07

TAX NUMBER 9280864258

- Communication and support
- Compliance with legal or regulatory requirements

## 4. HOW YOUR INFORMATION IS USED

Vita Anchor will:

- Use your information only for the agreed services
- Not sell or share your information with third parties without consent
- Only disclose information where required by law

## 5. STORAGE & SECURITY

We take reasonable steps to protect your information by:

- Storing documents securely (digital and/or physical)
- Limiting access to authorised persons only
- Using password-protected systems where applicable

## 6. INFORMATION SHARING

Your information may only be shared:

- With your consent
- With service providers necessary to complete your service (e.g. registration platforms)
- Where legally required

## 7. CLIENT RIGHTS

You have the right to:

- Request access to your personal information
- Request correction of incorrect information
- Request deletion of your information (where legally permissible)
- Withdraw consent at any time



## 8. RETENTION OF INFORMATION

Information will only be retained:

- For as long as necessary to provide services
- To comply with legal and regulatory requirements

## 9. LIMITATION OF RESPONSIBILITY

While Vita Anchor takes reasonable steps to protect your information, we cannot guarantee absolute security against:

- Cyber threats
- Unauthorised access beyond our control

## 10. CONSENT

By engaging with Vita Anchor Developing Solutions, you:

- Consent to the collection and processing of your personal and business information
- Acknowledge that such information is necessary to provide services

## 11. CONTACT

For any privacy-related queries or requests:

**Vita Anchor Developing Solutions**

Email: ev@vita-anchor.co.za

## 12. ACCEPTANCE

Client Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_