

# **Enterwise Finance: Protection of Personal Information (POPI) Policy**

## **1. Introduction**

Enterwise Finance is committed to protecting personal information in compliance with the Protection of Personal Information Act (POPIA), Act 4 of 2013. This policy outlines how Enterwise Finance manages, stores, and safeguards the personal information of its clients and employees in accordance with the law. The policy aims to ensure that personal information is used lawfully, transparently, and securely.

## **2. Scope**

This policy applies to all employees, contractors, and third-party service providers who handle personal information on behalf of Enterwise Finance. It covers all personal information processed by Enterwise Finance, including data collected during the application for loans, marketing efforts, and employee data.

## **3. Collection of Personal Information**

In line with Section 9 of POPIA, personal information may only be collected if it is adequate, relevant, and not excessive for the intended purpose. The personal information collected by Enterwise Finance may include:

- Full name, ID number, and contact details.
- Employment details and income information.
- Banking details for loan disbursements and repayments.
- Credit history, as required for assessing creditworthiness.

## **4. Purpose of Processing Personal Information**

The personal information collected will only be used for purposes related to:

- Assessing loan applications.
- Processing loan agreements and repayments.
- Credit checks and verifying client information.
- Marketing of Enterwise Finance's products and services (with client consent).
- Compliance with legal obligations, such as reporting to regulatory authorities.

## **5. Consent and Usage**

Personal information will be processed only with the client's consent, which is obtained during the loan application process. Clients may withdraw their consent at any time by contacting Enterwise Finance's Information Officer. Any marketing communication will be conducted in compliance with Section 69 of POPIA, allowing clients the right to opt out of direct marketing.

## **6. Disclosure of Personal Information**

Personal information may be shared with third-party service providers such as credit bureaus and debt collection agencies, under strict confidentiality agreements. Enterwise Finance ensures that third parties are also compliant with POPIA and have appropriate safeguards in place.

## **7. Security Measures**

Enterwise Finance employs security measures to protect the integrity and confidentiality of personal information. This includes:

- Data encryption for sensitive information.
- Secure storage of physical and digital records.
- Access control to personal information limited to authorized personnel.
- Regular reviews of security policies and measures to address new threats.

## **8. Data Subject Rights**

Clients have the right to:

- Request access to their personal information held by Enterwise Finance.
- Correct, update, or request the deletion of their personal information if it is no longer necessary for the purpose for which it was collected.
- Object to the processing of their personal information.

## **9. Retention of Records**

Personal information will be retained in accordance with legal requirements and for as long as it is necessary to fulfill the purposes for which it was collected. Enterwise Finance will regularly review records and securely dispose of information no longer required.

## **10. Data Breach Notification**

In the event of a data breach, Enterwise Finance will notify the affected individuals and the Information Regulator as required under Section 22 of POPIA, detailing the extent of the breach and the steps taken to mitigate any potential harm.

## **11. Amendments to this Policy**

This policy will be reviewed regularly and updated to ensure compliance with any changes in the legal framework and best practices. Clients will be informed of significant amendments through the company website or direct communication.