



PURE PROPERTY MANAGEMENT SA (PTY) LTD
COMPANY REG NO: 2018/486447/07

Privacy Policy

1. INTRODUCTION

We understand that earning and keeping your trust requires complete transparency and accountability in how we manage your personal information. In line with the Protection of Personal Information Act, 4 of 2013 (POPIA), Pure Property Management SA (Pty) Ltd is committed to ensuring the privacy and confidentiality of your personal information.

2. COMPANY DETAILS

- Company Name: Pure Property Management SA (Pty) Ltd
- Registration Number: 2018/486447/07
- Address: 07 Monteverdi Crescent,
Sonstraal Heights,
Cape Town, 7650
- Telephone Number: 071 170 0716
- Email Address: admin@pureproperty.co.za
- Information Officer: Helena Walters
- Deputy Information Officer(s): not applicable

3. PURPOSE OF PROCESSING PERSONAL INFORMATION

Pure Property Management SA (Pty) Ltd processes personal information for the following purposes:

- Tenant screening and placement.
- Lease agreement management.
- Property maintenance and repairs.
- Rent collection and financial reporting.
- Legal compliance and regulatory requirements.
- Marketing and tenant acquisition.
- Communication with tenants, landlords, and service providers.

PROPERTY MANAGEMENT, PURE'N SIMPLE

4. CATEGORIES OF DATA SUBJECTS AND PERSONAL INFORMATION

4.1 Tenants

- Personal Identification Information (Name, ID number, etc.)
- Contact Information (Address, phone number, etc.)
- Financial Information (Bank details, credit history, etc.)
- Rental History (Previous landlords, payment records, etc.)

4.2 Landlords/Property Owners

- Personal Identification Information (Name, ID number, etc.)
- Contact Information (Address, phone number, etc.)
- Financial Information (Bank details, tax information, etc.)
- Property Details (Ownership documents, etc.)

4.3 Applicants/Prospective Tenants

- Personal Identification Information
- Contact Information
- Financial Information
- Rental Preferences
- References

4.4 Employees

- Personal Identification Information
- Contact Information
- Employment Information
- Financial Information
- Legal Documents

4.5 Service Providers/Vendors

- Business Information (Company name, VAT number, etc.)
- Contact Information
- Financial Information (Bank details, invoicing, etc.)
- Service Contracts

4.6 Visitors

- Personal Identification Information
- Contact Information

- Visit Records

5. INFORMATION SHARING AND DISCLOSURE

Pure Property Management SA (Pty) Ltd may share personal information with the following parties:

- Government and regulatory bodies (e.g., FIC, SARS).
- Credit bureaus and tenant screening services.
- Service providers for maintenance, repairs, and security.
- Legal advisors and law enforcement agencies, when necessary.
- Third-party marketing agencies (with consent).

6. SECURITY OF PERSONAL INFORMATION

Pure Property Management SA (Pty) Ltd implements reasonable technical and organizational measures to protect personal information from unauthorized access, loss, or damage. This includes:

- Secure storage systems for physical and electronic records.
- Access control protocols for authorized personnel only.
- Regular security assessments.

7. RIGHTS OF DATA SUBJECTS

Data subjects have the following rights under POPIA:

- The right to access personal information held by Pure Property Management SA (Pty) Ltd.
- The right to request correction, deletion, or destruction of inaccurate or outdated information.
- The right to object to the processing of personal information under certain circumstances.
- The right to lodge a complaint with the Information Regulator.

8. PROCEDURE FOR REQUESTING ACCESS TO PERSONAL INFORMATION

Data subjects can request access to their personal information by contacting the Information Officer at admin@pureproperty.co.za. Requests must be made in writing and include proof of identity. Pure Property Management SA (Pty) Ltd will respond to requests within a reasonable time and may charge a fee for providing access, as permitted by law.

9. RETENTION AND DELETION OF PERSONAL INFORMATION

Pure Property Management SA (Pty) Ltd retains personal information only for as long as necessary to fulfill the purposes for which it was collected or as required by law. Personal information that is no longer needed will be securely deleted or destroyed.

10. AMENDMENTS TO THIS PRIVACY POLICY

Pure Property Management SA (Pty) Ltd reserves the right to amend this privacy policy as necessary to comply with legal and regulatory changes. Updated versions of this policy will be made available on request.

11. CONTACT DETAILS

For any inquiries regarding this privacy policy or the protection of personal information, please contact:

- **Information Officer:** Helena Walters
- **Email Address:** admin@pureproperty.co.za
- **Telephone Number:** 071 170 0716