

CONSENT FORM TO THE COLLECTION AND DISCLOSURE OF PERSONAL AND IDENTIFICATION INFORMATION – VENDORS AND CONSULTANTS

To enable the South African Credit and Risk Reporting Association (the SACRRA / we) to evaluate your proposals and/or quotations in response to a Request for Proposals (RFPs) or Terms of Reference (TOR) and, in the event that your proposal is successful, to perform our functions and meet our obligations to you, the SACRRA will require certain information from you.

1. In particular, the SACRRA requires:
 - 1.1. you to provide us with certain company information - including company name, company registration number and/or VAT number (where relevant), company address, relevant contact details (including various key contact person's full names and surname, job titles and contact details), by completing the necessary forms during the procurement process;
 - 1.2. your consent for the SACRRA to verify certain CIPC details, tax and/or B-BBEE compliance and to conduct reference checks with your past, present or current clients, where applicable;
 - 1.3. your consent for the SACRRA to meet its processing and procurement obligations under the SACRRA Constitution, policies and Standard Operating Procedures as relevant; and
 - 1.4. any other information requested from time to time, as may be necessary for the SACRRA to engage with you regarding your services and/or products.
2. The provision of this information and the consents is mandatory.
3. You agree that this information will be used by the SACRRA to:
 - 3.1 evaluate your proposal in line with the RFPs or TOR issued;
 - 3.2 verify certain information to assist in the above process. Some information will be collected directly from you (based on the information you provide in the procurement process) and from third parties (such as CIPC or SARS as relevant for verification purposes,);
 - 3.3 communicate with you;
 - 3.4 reflect your business and/or contact information in meeting invitations and/or minutes of meetings and in other required documentation where relevant;
 - 3.5 manage our relationship with you;
 - 3.6 to meet our obligations in respect of auditing, record-keeping, vendor performance reviews and reporting; and
 - 3.7 create and manage a vendor/supplier database to enter into contract(s) with a supplier and process payments for services rendered.
4. Your failure to provide the required information or consents will result in the SACRRA being unable to consider your proposal in the procurement process as well as being unable to meet our obligations under any existing contracts with you.

5. If, after your proposal was accepted and/or contract concluded to provide services and/or products to us:
 - (a) you fail to keep all of your information accurate and up to date during the course of your relationship with the SACRRA;
 - (b) you withdraw your consent for our ongoing verification and reporting activities, we will be unable to deliver on the contract obligations and we may terminate the contractual relationship with you.
6. The SACRRA is committed to upholding the right to privacy that each individual in South Africa enjoys in terms of the Constitution of the Republic of South Africa and the protection of personal information generally through compliance with the Protection of Personal Information Act, 4 of 2013 (POPIA).
7. The SACRRA will only use your personal information in accordance with POPIA and to the extent necessary for the purposes set out above. In particular, the processing and use of your personal information will be done in accordance with the conditions for the lawful processing of personal information and, as such, the SACRRA will:
 - 7.1 ensure that all the conditions for the lawful processing of personal information are complied with;
 - 7.2 process all personal information lawfully and in a manner which is reasonable and not excessive;
 - 7.3 process your personal information subject to your prior consent and approval, save where such information is already in the public domain or the SACRRA are lawfully permitted to do so;
 - 7.4 collect all personal information directly from you (to the extent that this is possible), alternatively, from the relevant third parties as necessary to continue our relationship with you;
 - 7.5 process all personal information only for the purposes set out above;
 - 7.6 keep the records of your personal information private and confidential, unless we are required by law to disclose this information;
 - 7.7 retain the personal information only for as long as it is necessary to meet the purpose of its collection and in line with the SACRRA's policies or as otherwise required by law;
 - 7.8 ensure that the processing of the personal information by our employees or any third parties are subject to the appropriate legal undertakings and in accordance with the provisions of POPIA;
 - 7.9 implement appropriate security safeguards when processing the personal information being processed;
 - 7.10 notify you in writing by email immediately upon becoming aware of or having reasonable grounds to suspect any unauthorised or unlawful use, disclosure or processing of the personal information held by us, or of any security event or security breach; and
 - 7.11 on your request, allow you access to your personal information held by us.
8. The SACRRA will not:
 - 8.1 sell your information to third parties; and

- 8.2 use your personal information for direct marketing purposes, other than to communicate with you and/or to inform you of potential contractual work through a RFPs or TOR.
9. You have the right to access and rectify the information collected and we ask that you please inform the SACRRA should any of your personal information not be correct, accurate or up to date. Please inform the SACRRA should any of your personal information change.
10. For any questions and/or concerns regarding your rights in respect of the sharing and use of your personal information, or if you have any complaints, please contact the SACRRA Office on info@sacrra.org.za.
11. Should you believe that your personal information has not been dealt with in accordance with the provisions of POPIA and you were not able to resolve the issue with the SACRRA Office, you may contact the Information Regulator <https://www.justice.gov.za/infoereg/contact.html>.

STATEMENT OF CONSENT

I, the duly authorised representative of the company identified below, confirm that I have read and understood the above information and that:

- (a) I consent to the processing, collection, secure storing and appropriate use of the company's personal information and other confidential information by the SACRRA in the manner set out above; and
- (b) I understand the impact of not providing this consent; and
- (c) I consent to the company and its nominated contact person's receiving communication from the SACRRA by means of any form of electronic communication, including SMSs, WhatsApp messages or e-mail; and
- (d) I consent to the disclosure of the company's personal information and other confidential information to our employees and certain third party institutions and authorise the SACRRA to release such information to these employees and third parties for the purposes as set out above.

Authorised Signature _____ Date _____

Name (printed) _____

Title (printed) _____

Company Name (printed) _____