

SIR: SYMBIX INDUSTRIAL RELATIONS (PTY) LTD'S PRIVACY NOTICE

Who We Are

SIR – Symbix Industrial Relations (Pty) Ltd (“SIR”, “we”, “our”) helps employers across South Africa with labour law, HR compliance, and workplace governance. Protecting your privacy and personal information is part of that commitment.

What Information We Collect

We collect personal information that helps us deliver our services, including:

- Basic details such as names, contact information, ID numbers, and company registration details
- Employment and Compliance Information such as contracts, disciplinary records, HR data, workplace procedures.
- Sensitive Information such as race, health, union membership, or similar categories – only when the law allows or requires it.
- Technical Information such as cookies, IP addresses, device details, and website analytics.

How We Use Your Information

We use your information to:

- Provide and improve our services.
- Communicate with you about your matters.
- Meet legal and compliance obligations.
- Carry out audits, training, and advisory work.
- Send marketing updates (only with your consent).

Sharing Your Information

We may share your information with:

- Our internal teams and trusted service providers, such as IT support, training facilitators, or verification agencies.
- Regulators, government institutions, or courts when required by law.

Transfers Outside South Africa

Some technical data (like website analytics) may be stored outside South Africa. When this happens, we make sure it complies with the Protection of Personal Information Act (POPIA).

Your Rights

Under POPIA and PAIA (Promotion of Access to Information Act), you have the right to:

- Access:
Ask what information we hold about you and request a copy.
- Correction/Deletion:
Ask us to fix or remove information that is wrong or no longer needed.
- Objection/Withdrawal:
Object to how we process your information or withdraw consent you previously gave.
- Restriction:
Ask us to pause processing while accuracy or purpose is checked.

To exercise these rights, please email compliance@sirlegal.co.za. We may ask you to complete the official POPIA forms.

How Long We Keep Information

We keep your information as long as needed to provide services or meet legal requirements. Some information may be kept in depersonalized form for compliance or research.

Security

We use appropriate safeguards to protect your information against unauthorised access, loss, or misuse. Access is limited to authorised staff who are bound by confidentiality.

Updates To This Notice

We may update this Privacy Notice from time to time. The latest version will always be available on our website. Using our services after changes means you accept the updated terms.

Contact Us

If you have questions or want to exercise your rights, contact:

 compliance@sirlegal.co.za

 www.sirlegal.co.za