



NOTIFICATION

How we process Personal Information

Prepared in accordance with Section 18 of the Protection of Personal Information Act 4 of 2013 ("POPIA")

 This manual applies to Motus Aftermarket Parts and all its South African sites (collectively referred to in this manual as "MAP")



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A1: Acronyms

Data Subject	The person to whom the personal information relates
Employee	Any person who works for or provides services to or on behalf of Motus Aftermarket Parts, and receives or is entitled to receive remuneration.
Information Regulator	The juristic person established under section 39 of POPIA
MAP	Motus Aftermarket Parts, including all its sites in both within and outside the borders of the Republic of South Africa
Operator	A person who processes personal information for a responsible party in terms of a contract or mandate but does not come under the direct authority or control of the responsible party
PI	Personal Information. Has the same meaning as set out in Section 1 of POPIA
Processing	Any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including: (i) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use (ii) dissemination by means of transmission, distribution or making available in any other form; or (iii) merging, linking, as well as blocking, degradation, erasure or destruction of information;
Responsible Party	The public or private body or any other person, which alone or in conjunction with others, determines the purpose of and means for processing personal information

B1: Who we are

Motus Aftermarket Parts segment distributes, wholesales, and retails aftermarket parts, tools and accessories for out-of-warranty vehicles. This is accomplished through various sites in Southern Africa as well as distribution centres in Asia. Its footprint comprised of a combination of the following disciplines in business:

- (a) Retail
- (b) Wholesale
- (c) Distribution Centres
- (d) Canopies Manufacturing

B2: Where we are: Footprint

The organisation has following footprint, both locally and beyond our borders:

- (a) South Africa
 - (i) **Coastal** Eastern Cape | Western Cape | KwaZulu Natal
 - (ii) **Inland** Gauteng | Free State | Limpopo | Mpumalanga | North West | Northern Cape
- (b) Southern Africa
 - (i) Mozambique
 - (ii) Zimbabwe
- (c) China
 - (i) Pudong, Shanghai
 - (ii) Hefei, China
- (d) Taiwan
 - (i) Taichung, Central Taiwan

B3: Where we are: Headquarters

Our registered office is situated at:

- **Physical location** 2 Gordon Avenue | Meadowview Business Park East | Linbro Park | Johannesburg
- **Email addresses** Info@Motusparts.co.za | POPI@Motusparts.co.za
- **Telephone** (011) 879 - 6000
- **Website** www.motusparts.co.za

C1: Why we collect it

We collect personal information to comply with our statutory obligations and industry regulations governed by legislation that includes but is not limited to:

- (a) Basic Conditions of Employment Act 75 of 1997
- (b) Broad-Based Black Economic Empowerment Act 53 of 2003
- (c) Compensation for Occupational Injuries and Diseases Act 130 of 1993
- (d) Consumer Protection Act 68 of 2008
- (e) Employment Equity Act 55 of 1998
- (f) Income Tax Act 58 of 1962
- (g) Labour Relations Act 66 of 1995

C2: How we collect it

We collect your Personal Information from you when you make use of our websites, social media and digital platforms. Your personal information is also requested when you open or review a trading account with us.

In order to provide you with better service or terms of engagement, we may also collect data from third parties to validate the information that you have provided to us.

This information is collected through trusted partners and platforms who in turn, source personal information from a variety of sources including but not limited to the Home Affairs National Identification System, as well as the Companies and Intellectual Property Commission.

C3: Mandatory information

It is mandatory for you to supply us with certain information in order for us to verify your existence and ownership of certain goods.

It is also in order for us to comply with

- Legislative, Regulatory, Risk and Compliance requirements (including directives, sanctions and rules),
- Voluntary and involuntary codes of conduct and industry agreements or
- To fulfil reporting requirements and information requests

This is in order for us to operate within the laws and regulations that govern our industry and pose unfavourable legal consequences when not complied with.

The refusal, inability or failure to provide us with this mandatory will result in the inability to proceed any further with your application with us.

C4: Voluntary information

Some information may be provided voluntarily in order to process your application for the business you seek to conduct with us, whether it is the procurement of goods or provision of services.

D1: How we process it

We will only process your Personal Information in circumstances where:

- we have a lawful basis for doing so,
- we are the Responsible Party, and
- we are in compliance with our contractual requirements where we are the Operator.

D2: Why we process it

Aftermarket Parts processes personal information in order to fulfil its responsibilities to customers, employees, business partners and other natural or juristic persons across its listed business disciplines.

Our main function and activity are the provision of varied products and services in the automotive aftermarket environment, as well as an appropriate value-added offering as required and requested by customers and other stakeholders.

Your personal information is processed in order to:

- Maintain records
- Respond to enquiries and complaints
- Inform you of new products, services or offerings
- Communicate with you and assist in catering your needs as closely as it is possible.

These communications also assist us in keeping our finger on the pulse and continually reviewing and bettering the products and services we have available.

Aftermarket Parts may disclose or transfer your personal information to our suppliers, business partners and other entities within the Aftermarket Parts group of entities for the purposes of:

- Providing or improving the provision of our goods and services to you,
- Ensuring secure processing of your personal information,
- Responding to, resolving, and contacting you with regard to your inquiries,
- Responding to your requests for information related to our products and services,
- Ensuring the safe use of our interactive platforms systems, and
- Improving user experience.

When disclosing your personal information, Aftermarket Parts does so in a manner that is fully compliant with and meets the obligations and expectations of protecting its integrity and confidentiality as required by POPIA. In doing so, it has due regard to the generally accepted information security practices and procedures.

The organisation will only transfer your personal information across South African borders to foreign countries if

- it is necessary to comply with legislation,
- the transfer is necessary for the conclusion or performance of a contract of which data subjects may be parties,
- it protects the legitimate interest of the data subject, or
- is necessary for MAP to pursue its legitimate interests, or that of a third party to which the data is supplied.

Before transferring personal information across a South African border to a foreign country], Aftermarket Parts will take steps to ensure that recipients of trans-border personal information are bound by laws or agreements that provide an adequate level of protection and uphold principles for reasonable and lawful processing of personal information in terms of POPIA.

In the event that MAP relies on the legitimate interest of a data subject, prior to transferring personal information cross-border, it will conduct a legitimate interest assessment

Your personal information will be retained by us for as long as:

- you have an account with us,
- enjoy a serving offering provided by us, or
- where the law or regulations require that we retain your information.

H1: To be informed

- a. Whether your personal information is being processed
- b. The purpose of processing of your personal information
- c. Of the justification that is relied on by us to process your personal information;
- d. About any third parties your personal information was disclosed to (locally or internationally)

H2: To request

- a. Details of how we process your personal information
- b. Access to copies of your personal information retained by us;
- c. The correction of inaccuracies in the records containing your personal information and, if applicable, completion of your data;
- d. The destruction or deletion of your personal information
- e. That any third parties that have records containing your personal information provided by us to them are notified and required to correct, complete, destroy or delete your personal information;
- f. A restriction of the processing of your personal information if you dispute the correctness of your personal information, or if the processing is unlawful, but you do not wish to have your personal information deleted;
- g. To receive the personal information in our possession in a structured, standardised machine-readable format and to have this information provided to third parties

H3: To seek

- a. Damages should you sustain any harm as a result of the unlawful processing of your personal information
- b. A copy of personal information in our possession in a structured, standardised machine-readable format and to have this information provided to third parties
- c. A withdrawal of your consent to the processing of your personal information after the date of withdrawal (any processing up to that date will remain lawful)

H4: To lodge

- a. An objection to the processing of your personal information
- b. A complaint regarding any adverse outcomes that may result from the analysis of your personal information by automated systems
- c. A complaint with the Information Regulator or any other approved competent authority if you are of the opinion that the processing of your personal information by us is unlawful.