

 Personal Data Protection Policy			Document number: HRP-004
			Revision: Rev 1 Status: Active
Document type: HR Policy	System: HR	Discipline HR	Rev Date: 22 September 2025
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Personal Data Protection Policy

1. Purpose

This policy ensures that Future Technical Solutions (FTS) manages personal information responsibly and in compliance with the Protection of Personal Information Act (POPIA) and other applicable data protection laws.

2. Scope

This policy applies to:

- All personal data processed by FTS employees, contractors, and third parties acting on behalf of FTS.
- All personal information collected, stored, or processed in relation to employees, job applicants, suppliers, clients, and business partners.

3. Policy Statement

FTS is committed to protecting personal information from unauthorised access, use, disclosure, alteration, or destruction.

4. Key Principles

- Lawfulness and Transparency - Personal data will be collected and processed fairly, lawfully, and transparently.
- Purpose Limitation - Data is collected for specific, legitimate business purposes and not used beyond that purpose.
- Data minimisation - Only the minimum necessary personal data will be collected.
- Accuracy - Personal data must be accurate and kept up to date. Storage Limitation - Personal data will not be kept longer than necessary.
- Confidentiality & Security - Data is safeguarded through encryption, access controls, and secure storage.
- Rights of Data Subjects - Individuals have the right to access, correct, or request deletion of their personal data.

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5. Employee Personal Information

FTS recognises its responsibility to protect the personal information of employees. This includes, but is not limited to:

- Identification details (ID numbers, passport numbers, addresses).
- Employment records (contracts, payroll information, performance reviews).
- Medical and health information provided for leave, wellness, or compliance purposes.
- Banking and financial details for payroll and benefits administration.
- Training, disciplinary, and development records.

Processing of employee personal information will only occur for legitimate employment-related purposes, such as:

- Recruitment, onboarding, and contractual obligations.
- Payroll, tax, and benefits administration.
- Performance management, skills development, and career progression.
- Compliance with labour, tax, and employment legislation.
- Health and safety compliance and workplace well-being.

Employee personal data will never be shared without consent unless required by law or legitimate business interest (e.g., SARS, Department of Labour, medical aid providers, pension/provident fund administrators).

6. Employee & Contractor Responsibilities

- Protect passwords and access credentials.
- Handle all personal information with care.
- Report suspected data breaches immediately to management.

7. Data Breach Response

FTS has procedures to detect, report, and investigate data breaches. Affected parties and regulators will be informed where legally required.

8. Monitoring & Review

This policy will be reviewed annually and updated in line with legislative and technological developments.

APPROVAL

APPROVAL DATE:	22 SEPTEMBER 2025
APPROVED BY:	LLOYD REECE STEVENS-KING
DESIGNATION:	CHIEF EXECUTIVE OFFICER (CEO)
SIGNATURE:	