



Privacy Policy

For the POPI Act, G2Design is deemed to be an organisation that engages in all aspects of the business. It follows that personal information could be processed in some of the following categories:

1. Employees ;
2. Clients ;
3. Vendors;
4. Stakeholders, i.e. sub-contractors;
5. Statutory bodies, i.e. SARS;
6. Public viewers, i.e. websites;
7. Hostile invaders i.e. hackers.

The following general information is collected from the parties above:

1. Name;
2. Surname;
3. Address;
4. Contact Details;
5. All labour related information;
6. All client information relating to accounting, products, services in common;
7. All vendor information relating to accounting, products, services in common;
8. Information stakeholders could be interested in;
9. Information governing bodies could be interested in;
10. All Statutory information on which the Company is to report/act upon;
11. Information destined for marketing and sales in future;
12. The purpose for holding information.

The Company protects the information as prescribed by the POPI Act. As far as the Company understands, all personal information is private and attended to according to the POPI Act.

The purposes of collection information include, but are not limited to :

1. employment and payroll;
2. marketing-related communication;
3. rendering services;
4. the sound management of G2design.

Various security measures are taken to ensure the protection and safety of personal information, which include but is not limited to

1. lock and key;
2. login credentials;
3. 2-factor authentication;
4. biometric security.



The Company will at all times measure the risk of breach of the POPI Act and actively manage the same on a daily basis.

Data Protection Policy

G2design addressed all security on all personal information. Personal information is at least secure, but not limited to, in the following areas:

1. On end-points;
2. Data in transit;
3. Data stored in the cloud;
4. In terms of antivirus, malware, Trojans, worms, phishing employed etc.

All Company officials, employees, vendors and clients are appropriately informed of measures taken to protect personal information and the processing of personal information. Unauthorized persons have no access to personal information and all persons who do have access, have minimum appropriate access to personal information.

Those who hold or process information consent to full surveillance of processing of personal information and consent to personal accountability for such processing. All operators and processors are committed to protecting personal information and procuring instructions from the responsible party on deemed processing.

The Company procured the commitment of all operators and processors of personal information to employ maximum security and secrecy on all personal information and to personally assume the responsibility to employ measures to protect personal information on all electronic equipment.

Devices are always kept on the processor's person. Neither the device nor any information on the device is ever given to third parties who do not hold the written consent of the data subject. Business data will always be kept separate from personal data – i.e., personal information.

Data is password-protected in order to safeguard data against unauthorized exposure to third parties. Data pertains to non-electronic files, end-point data, data in transit and hosted or cloud data.

The Company has done a risk and impact assessment on all cloud computing and is satisfied that its cloud computing adheres to the requirements of the POPI Act.

All non-electronic personal information is kept safe and rules and regulations are applicable to access filing facilities. Risk is reduced to the minimum on all aspects of processing personal information in that information is held behind the maximum practical guarded physical barriers as the environment allows.



All handlers of physical security acknowledge that they are responsible for compliance and undertake to ensure full compliance with the POPI Act. All personal information will always be kept and attended to in a secure manner.

Personal information is only used for the purpose obtained as instructed by the data subject.

If you have any questions or queries about the policy, please feel free to reach out by sending an email to info@g2design.co.za