



Address: 14 Pieter Uys Avenue
Alberton North
1451
Contact number: 082 849 2759
Email: admin@gastecauto.co.za

OPIA NOTICE

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PROTECTION OF PERSONAL INFORMATION (POPIA) NOTICE

Gastec Auto (Pty) Ltd ("Gastec Auto", "the Company", "we", "our", or "us") is committed to protecting your privacy and ensuring that your Personal Information is processed responsibly, lawfully, and securely in accordance with the **Protection of Personal Information Act, 2013 (Act No. 4 of 2013)** ("POPIA").

This notice explains how your Personal Information is collected and processed when you interact with Gastec Auto.

WHY WE COLLECT YOUR PERSONAL INFORMATION

We collect and process Personal Information only where necessary to:

- Provide vehicle repairs and maintenance services;
 - Diagnose vehicle faults;
 - Prepare quotations, job cards, invoices, and reports;
 - Order vehicle parts;
 - Process payments;
 - Communicate with customers;
 - Manage warranties and insurance claims;
 - Comply with legal and regulatory obligations;
 - Maintain accurate business records; and
 - Improve the quality of our services.
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THE INFORMATION WE MAY COLLECT

Depending on the services you require, we may collect:

- Full name
- Contact details
- Email address
- Physical or postal address
- Vehicle registration number
- Vehicle Identification Number (VIN)
- Vehicle make and model
- Odometer reading
- Diagnostic reports
- Service history
- Insurance details (where applicable)
- Payment information
- Company information (for business or fleet customers)

HOW YOUR INFORMATION IS USED

Your Personal Information is used only for legitimate business purposes and will not be sold or disclosed to unauthorised third parties.

Where necessary, your information may be shared with:

- Vehicle parts suppliers
- Insurance companies
- Fleet management companies
- Vehicle manufacturers
- Payment service providers
- Professional advisers
- Government authorities where required by law

HOW WE PROTECT YOUR INFORMATION



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Gastec Auto implements reasonable technical and organisational measures to protect Personal Information, including:

- Secure computer systems
- Password-protected access
- Firewalls and anti-virus software
- Restricted employee access
- Locked filing systems
- Secure backups
- Confidentiality obligations for employees

YOUR RIGHTS

In terms of POPIA, you have the right to:

- Request access to your Personal Information.
- Request correction of inaccurate information.
- Request deletion where legally permissible.
- Object to certain processing activities.
- Withdraw consent where applicable.
- Lodge a complaint with the Information Regulator.

CONTACT DETAILS

For any questions relating to your Personal Information, please contact:

Gastec Auto (Pty) Ltd

14 Pieter Uys Avenue
Alberton, 1450

Telephone

082 849 2759
060 550 6063

Email

admin@gastecauto.co.za



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INFORMATION REGULATOR

If you believe your Personal Information has not been processed in accordance with POPIA, you may lodge a complaint with the Information Regulator (South Africa).

MORE INFORMATION

For detailed information regarding how Gastec Auto processes Personal Information, please refer to our:

- Privacy Policy
- PAIA Manual

These documents are available on our website or upon request.

ACKNOWLEDGEMENT

By providing your Personal Information to Gastec Auto (Pty) Ltd, requesting a quotation, booking a service, or using our website, you acknowledge that your Personal Information may be processed in accordance with POPIA and this POPIA Notice.