

Office:
Pretoria

Enquiries:
Schalk Human

E-mail address:
TenderOffice@sars.gov.za

Pretoria Head Office
299 Bronkhorst Street,
Nieuw Muckleneuk, 0181
Private Bag X923, Pretoria, 0001
SARS online: www.sars.gov.za
Telephone (012) 422 4000

Dear Service Provider,

**ADHERENCE TO PROTECTION OF PERSONAL INFORMATION ACT, ACT
NO. 4 OF 2013 (POPIA)**

1. POPIA came into effect on 01 July 2021 and requires both private and public bodies to, *inter alia*, ensure compliance with conditions for the lawful processing of personal information of data subjects.

2. As one of the service providers appointed by SARS, you are hereby notified and reminded of your POPIA statutory obligations when processing personal information that may come to your knowledge in the fulfilment of your contractual obligations with SARS. In this regard, you are hereby notified and reminded of your obligations to:
 - 2.1 treat personal information which comes or came into your knowledge and/or to your employees and/or your authorised representative's knowledge when executing your contractual obligations on behalf of SARS as confidential and to safeguard such information from unlawful disclosure and/or unauthorised access;

 - 2.2 ensure that you maintain sufficient security measures to secure the integrity and confidentiality of such personal information as contemplated in section 19 POPIA;

- 2.3 only process personal information of data subjects in the course of the performance of your contractual duties and obligations as procured and authorised by SARS; and
- 2.4 immediately notify SARS where there are reasonable grounds to believe that personal information of data subjects processed on behalf of SARS has been accessed or acquired by any unauthorised person.
3. All suspected breach to personal information must be reported to anti-corruption@sars.gov.za and the authorised representative provided by SARS in respect of the services rendered by yourself to SARS.
4. SARS reserves its rights to verify, monitor and regularly audit that the service provider's security safeguards are effectively implemented and updated to deal with emerging risks or deficiencies.
5. We trust that you find the above in order.

Regards,



Schalk Human
Chief Procurement Officer: SARS
Date: 15 July 2021