

# Digicall Transport Solutions - Record of Processing

## Regulator

**Name** The Information Regulator (South Africa)  
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 2017  
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**South Africa** The Information Regulator (South Africa)

## Responsible Party

**Responsible Party Name** Digicall Transport Solutions  
**Head of Organisation / Owner** Ruben Moggee  
**Postal Address** 110 Conrad Drive, Craighall Park,  
 Johannesburg,  
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**Physical Address** 110 Conrad Drive, Craighall Park,  
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## Information Officer

**Name** Ruben Moggee  
**Email** InformationOfficer@digicallgroup.co.za  
**Landline** 27 10 211 5000  
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**Address** 110 Conrad Drive, Craighall Park,  
 Johannesburg,

## 1. Details of Processing

Data Subject Type	Processing Purpose	Personal Information Category
Service Providers (Contractor /Supplier)	Customer sales, service and support  Lawful basis: <i>S11 - To conclude or perform a contract to which the data subject is party</i>	Email address Financial & banking details Location information Name, together with other identifying information

Retention Period:  
*Until no longer needed for purposes of proof*

Physical address  
Telephone number

**Contracting Staff**  
(Employee)

**Employee monitoring**

Lawful basis:  
*S11 - We have the data subject's consent*  
Retention Period:  
*Until no longer needed for purposes of proof*

**Personal Information Category**

Telephone number  
Location information  
Online identifier  
Name, together with other identifying information  
Physical address  
Financial & banking details  
Employment history  
Email address  
Identification Number

**Special Personal Information Category**

**Lawful basis**

Biometric information	S27 - We have the data subject's consent
Criminal behaviour - allegations	S27 - We have the data subject's consent
Health or sex life	S27 - We have the data subject's consent
Race or ethnic origin	S27 - We have the data subject's consent

**Employment and performance management**

Lawful basis:  
*S11 - We have the data subject's consent*  
Retention Period:  
*Until no longer needed for purposes of proof*

**Personal Information Category**

Education history  
Email address  
Employment history  
Financial & banking details  
Identification Number  
Location information  
Physical address  
Telephone number  
Name, together with other identifying information

**Suppliers**  
(Contractor /Supplier)

**Customer sales, service and support**

Lawful basis:  
*S11 - To conclude or perform a contract to which the data subject is party*  
Retention Period:  
*Until no longer needed for purposes of proof*

**Personal Information Category**

Email address  
Name, together with other identifying information  
Physical address  
Telephone number

**Consultants**  
(Contractor /Supplier)

**Customer sales, service and support**

Lawful basis:  
*S11 - We have the data subject's consent*  
Retention Period:  
*Until no longer needed for purposes of proof*

**Personal Information Category**

- Email address
- Financial & banking details
- Location information
- Name, together with other identifying information
- Physical address
- Telephone number

**Employee monitoring**

Lawful basis:  
*S11 - To conclude or perform a contract to which the data subject is party*  
Retention Period:  
*Until no longer needed for purposes of proof*

**Personal Information Category**

- Email address
- Employment history
- Financial & banking details
- Identification Number
- Name, together with other identifying information
- Physical address
- Telephone number

**Customers / Clients** (Other)

**Customer sales, service and support**

Lawful basis:  
*S11 - We have the data subject's consent*  
Retention Period:  
*Until contract completed*

**Personal Information Category**

- Email address
- Financial & banking details
- Identification Number
- Location information
- Name, together with other identifying information
- Physical address
- Telephone number

**Maintaining a do-not-contact list**

Lawful basis:  
*S11 - It protects a legitimate interest of the data subject*  
Retention Period:  
*Until no longer needed for purposes of proof*

**Personal Information Category**

- Email address

**Membership administration and management**

Lawful basis:  
*S11 - To conclude or perform a contract to which the data subject is party*  
Retention Period:  
*Until no longer needed for purposes of proof*

**Personal Information Category**

- Email address
- Financial & banking details
- Identification Number
- Location information
- Name, together with other identifying information
- Physical address
- Telephone number

**Employees**  
(Employee)

**Employee monitoring**

Lawful basis:  
*S11 - We have the data subject's consent*  
Retention Period:  
*Until no longer needed for purposes of proof*

**Employee recruitment**

Lawful basis:  
*S11 - We have the data subject's consent*  
Retention Period:  
*Until no longer needed for purposes of proof*

**Employment and performance management**

Lawful basis:  
*S11 - We have the data subject's consent*  
Retention Period:  
*Until no longer needed for purposes of proof*

**Prospective Employees**  
(Other)

**Employee recruitment**

Lawful basis:  
*S11 - We have the data subject's consent*  
Retention Period:  
*Until no longer needed for purposes of data subject's access*

**Personal Information Category**

Email address  
Name, together with other identifying information  
Physical address  
Telephone number

**Personal Information Category**

Education history  
Email address  
Employment history  
Financial & banking details  
Identification Number  
Name, together with other identifying information  
Physical address  
Telephone number

**Special Personal Information Category**

**Lawful basis**

Race or ethnic origin  
S27 - We have the data subject's consent

**Personal Information Category**

Education history  
Email address  
Employment history  
Identification Number  
Name, together with other identifying information  
Physical address  
Telephone number

**Personal Information Category**

Education history  
Email address  
Employment history  
Identification Number  
Name, together with other identifying information  
Physical address  
Telephone number

2. We disclose personal information to the following recipients

Organisation name	Type	Category	Country
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Microsoft	Operator	SaaS Provider	South Africa
TaxiCaller	Operator	SaaS Provider	Sweden
Sage	Operator	Payroll Processor	South Africa
Department of Labour	Operator	Government Body	South Africa
TaxiCaller	Responsible Party	Related Service Provider	Sweden
Department of Labour	Responsible Party	Government Body	South Africa
CCMA	Responsible Party	Labour Relations	South Africa

Where relevant, we confirm whether the destination country has an appropriate law in place, else we make use of the appropriate binding agreement. If the transfer is internal to our organisation, we ensure that we have Binding Corporate Rules in place.

### 3. Security Measures

Through regular risk assessment, we are able to identify security measures necessary to secure the confidentiality and integrity of processing of personal information.

Examples of some of our Organisational security measures are as follows:

- Employee awareness and training on relevant policies and procedures
- Undertaking Data Protection Impact Assessments
- Limiting employee access to personal data