UNIT 5 SECURITY & INVESTIGATION (PTY) LTD

CLIENT INFORMATION, CONFIDENTIALITY & POPIA NOTICE

For client onboarding and sensitive operational information

Unit 5 may process client contact details, site information, employee/visitor information, CCTV or incident data, tracking information, access-control data and other information necessary to quote, contract, deliver, manage and support security services.

Information Handling Principles

- Collect only information reasonably required for the service or legal / contractual administration.
- Limit access to authorised personnel and approved service providers.
- Use appropriate security measures for physical and electronic records.
- Do not disclose confidential security arrangements except where authorised or legally required.
- Retain records only for an appropriate operational, legal or contractual period.
- Handle biometric information, tracking data and CCTV records with heightened access controls and defined purpose.

Client Representative: _____
Signature: _____
Date: _____