


MOTSWAKO

Reference Number	IPN001	INFORMATION PRIVACY NOTICE PLATFORMS	
Implementation Date	18.02.2022		
Revision / Amendment Number	2.2		
Revision / Amendment Date	28.09.2025		

Motswako Office Solutions (Pty) Ltd is dedicated to safeguarding the confidentiality, integrity, and privacy of personal data handled during the delivery of office automation and Managed Print Services (MPS). Personal data is collected and used solely for legitimate business reasons, such as contract management, service provision, technical support, billing, and compliance with regulations, in line with the Protection of Personal Information Act (POPIA).

In managed print environments, devices generally process restricted operational data such as usage statistics, service logs, and authentication information. Adequate safeguards are in place, including secure device configuration, access controls, print release verification when required, encryption if available, firmware updates, and secure destruction of storage media. Client documents remain the property of the client and are accessed solely for authorized technical support needs.

Personal information is only shared with authorized service providers, OEM partners, and financial institutions to ensure service delivery and compliance, while always maintaining confidentiality. We never sell personal data.

Motswako Office Solutions implements suitable technical and organisational security measures, staff confidentiality agreements, privacy training, and incident response procedures. An Information Officer has been designated to ensure compliance with POPIA and manage data subject requests.

This notice applies to clients, end users, suppliers, employees, and platform users. Personal information is retained only as long as needed for contractual, operational, or legal purposes and is securely deleted afterward.

POLICY APPROVAL

Approved by:  _____

Position: Chief Executive Officer

Date: 28 September 2025