

POPIA DATA PROCESSING AND STORAGE CONSENT AGREEMENT

This Agreement is entered into by and between the **Employee/Data Subject** (hereafter referred to as "you" or "the Data Subject") and **[Insert Company Name]** (hereafter referred to as "the Company"), including its authorized third-party software vendor, **ZeroLapse**.

1. Purpose of Collection

The Company and ZeroLapse require access to, and processing of, your personal information for legitimate business purposes related to Health, Safety, and Environment (HSE) compliance, statutory training tracking, verification of qualifications, and legal regulatory auditing.

2. Categories of Information Collected and Stored

By signing this agreement, you explicitly consent to the collection, processing, and secure storage of the following documentation and information:

- Full Name and Contact Details
- Identity Numbers (ID / Passport)
- Driver's Licenses and professional driving permits (PrDP)
- HSE Documentation (Training certificates, medical fitness certificates, qualifications, and competency records)

3. Secure Storage and Access Control

Your personal information will be hosted digitally on a cloud-based application platform owned, managed, and secured by **ZeroLapse** acting as the "Operator" under POPIA.

1.Access Control: Role-Based Security.

Access to your data is strictly restricted to authorized personnel within the Company and ZeroLapse who require it for compliance tracking.

2.Data Encryption: Protection in Transit and At Rest.

All uploaded documents, including IDs and licenses, are encrypted during transmission and while stored within the ZeroLapse database.

3.Retention and Destruction: Data Lifespan.

Your records will be kept only for as long as required by South African labor and occupational health laws, or for the duration of your contract, after which they will be safely destroyed.

4. Your Rights under POPIA

As the Data Subject, you maintain full rights over your personal information as prescribed by law.

Summary of Rights:

- **Right to Access:** You can request to see what information is stored on ZeroLapse at any time.
- **Right to Correction:** You have the right to update or correct inaccurate or outdated information (e.g., renewed licenses).
- **Right to Objection/Withdrawal:** You may withdraw your consent at any time, subject to the understanding that certain collections are a statutory requirement for your employment/contractual duties.

5. Declaration and Consent

By signing below, I, the Data Subject, acknowledge and declare that:

1. I am voluntarily providing my personal information to the Company and ZeroLapse.
2. I understand that the information will be processed and stored securely on the ZeroLapse platform in compliance with the South African Protection of Personal Information Act (Act 4 of 2013).
3. I authorize the Company and ZeroLapse to send automated notifications regarding the upcoming expiry of my certificates or licenses.

Employee/Data Subject Name: _____

ID / Passport Number: _____

Signature: _____

Date: _____