



Tensor Dynamics Solutions

Reg No. 2016/543359/07 VAT 4150279711

Tensor Dynamics Solutions

DPO Role Definition

Subject: **Data Protection Officer Role Definition**

Approved: 2021 June 30

Effective Date: 2021 June 30

The Company's present Information Officer is Yuelan Naicker. The Information Officers letter of appointment is attached hereto as Annexure "E".

The Information Officers/ Deputy Information Officers responsibilities includes:

- Ensuring compliance in all respects with POPIA
- Dealing with requests which the Company receives in terms of POPIA.
- Working with the Information Regulator in relation to investigations.
- Designate in writing as many Deputy Information Officers as are necessary to perform the responsibilities herein, such designation shall be done by the completion of the prescribed form.

To register himself and the Deputy Information Officer with the Information Regulator prior to taking up their respective duties.

In carrying out his duties, the Information Officer must ensure that:

The Compliance Manual is fully implemented.

A Personal Information Impact Assessment is done on a quarterly basis to ensure that adequate measures and standards exist in order to comply with the conditions for the lawful processing of Personal Information;

The Compliance Manual is developed, monitored, maintained and made available;

That internal measures are developed together with adequate systems to process requests for information or access to information;

That internal awareness sessions are conducted regarding the provisions of POPIA, the Regulations, codes of conduct or information obtained from the Information Regulator;

Those copies of this manual are provided to persons at their request, hard copies to be provided upon payment of a fee (to be determined by the Information Regulator).

Addressing employees POPIA related questions.

Addressing all POPIA related requests and complaints made by the Data Subjects.

A handwritten signature in black ink, appearing to read 'Yuelan Naicker', with a long horizontal flourish extending to the right.

YUELAN NAICKER