

Prime Outsourcing (Pty) Ltd

T/A PRIME OUTSOURCING (PTY) LTD
REGISTRATION NUMBER: 2012/010408/07

RECORD AND DOCUMENT DESTRUCTION POLICY

POLICY

This Record and Document Destruction Policy represents Prime Outsourcing (Pty) Ltd's procedures regarding the destruction and disposal of paper and electronic records and documents.

OVERVIEW AND PURPOSE

The purpose of this Record and Document Destruction Policy is to ensure that the necessary Records and Documents of Prime Outsourcing (Pty) Ltd are adequately protected and maintained and that Records which are no longer needed for the purposes for which the Personal Information was collected and are of no further value, are discarded at the appropriate time.

This Policy is also for the purpose of aiding Employees of Prime Outsourcing (Pty) Ltd in understanding their obligation in retaining and destroying both paper and electronic documents, including e-mail, text files, digital images, web files, PDF documents, and all Microsoft Office or other formatted files or paper documents.

SCOPE

This Record and Document Destruction Policy applies to Prime Outsourcing (Pty) Ltd Employees, Staff, Contractors, Vendors and other Personnel who are responsible for owning and managing the Records and Documents of Prime Outsourcing (Pty) Ltd in either paper or electronic formats.

ADMINISTRATION

The Information Officer of Prime Outsourcing (Pty) Ltd is responsible for the administration of this Policy and the implementation of processes and procedures to ensure that the Record and Document Destruction Schedule is implemented within Prime Outsourcing (Pty) Ltd record and document handling processes.

The Information Officer is also authorised to make modifications to the Record and Document Destruction Schedule from time to time as needed to ensure that it is in compliance with legislation, ensure the appropriate categorisation of documents and records on behalf of Prime Outsourcing (Pty) Ltd, annually review the Policy and monitor compliance with this Policy.

This Policy applies to all paper and electronic records generated in the course of the Prime Outsourcing (Pty) Ltd's operations, including both original documents and reproductions. Records and documents must be retained and destroyed according to a defined Schedule in either paper or electronic formats.

RECORD AND DOCUMENT DESTRUCTION

Any documents containing Personal Information or Confidential Information must be destroyed so that the Information cannot be practically read or reconstructed.

All paper documents must be destroyed with a cross-cut shredder.

Electronic documents, Personal Information or Confidential Information must be destroyed with the appropriate software for overwriting electronic data, disk degaussing technology or through other means of physical destruction where the information cannot be practically read or reconstructed.

For complete details of what is considered Personal or Confidential Data, please refer to Prime Outsourcing (Pty) Ltd's Data Classification Policy.

SUSPENSION OF RECORD AND DOCUMENT DESTRUCTION SCHEDULE

In the event Prime Outsourcing (Pty) Ltd is served with a subpoena or request for documents or any Employee becomes aware of an investigation or audit concerning Prime Outsourcing (Pty) Ltd or the commencement of any litigation against or concerning Prime Outsourcing (Pty) Ltd, such Employee shall inform Prime Outsourcing (Pty) Ltd and any further disposal of documents shall be suspended until such time as Prime Outsourcing (Pty) Ltd determines otherwise.

Prime Outsourcing (Pty) Ltd shall take such steps as is necessary to promptly inform appropriate Staff of any suspension in the further disposal of documents.

Upon notice from Prime Outsourcing (Pty) Ltd, the e-mail Data of the individual(s) in question will be made available for legal holds; automatic e-mail archiving for individual(s) in question will be turned off; and all backup tapes pertaining to the individual's e-mail will be removed from the general rotation backup tape cycle and held in a designated location as needed.

Once the litigation is terminated or settled, Prime Outsourcing (Pty) Ltd will notify the appropriate individual(s) so that backup tapes can be put back into general rotation, archiving can be turned back on and copies of e-mail Data stored for the legal hold can be deleted.

CHANGES TO THIS POLICY

Prime Outsourcing (Pty) Ltd reserves the Right to amend, alter or terminate this Policy at any time.

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