

Protection of Personal Information Act (POPIA) Compliance Policy

Field	Details
Entity Name	Dream Kitchen
Physical Address	17 Pama Crescent, Pama Villa, Kuils River
Phone Number	0846405173
Email Address	bcdeedee9@gmail.com
Effective Date	October 21, 2026

1. Introduction and Purpose

Dream Kitchen is committed to compliance with the Protection of Personal Information Act 4 of 2013 (POPIA). This policy sets out the framework for the processing, protection, and management of personal information collected, processed, and stored by Dream Kitchen in the ordinary course of business.

2. Scope

This policy applies to all employees, contractors, service providers, and third parties who collect, store, access, or process personal information on behalf of Dream Kitchen. It applies to both digital and physical records containing personal information.

3. Key Definitions

- **Data Subject:** The person to whom personal information relates (e.g., customers, website visitors, suppliers, employees).

- **Personal Information:** Information relating to an identifiable, living natural person, or where applicable, an existing juristic person, including contact details, name, address, financial details, and correspondence.
- **Responsible Party:** The entity that determines the purpose of and means for processing personal information (Dream Kitchen).
- **Operator:** A person or entity who processes personal information for a responsible party in terms of a contract or mandate.

4. The Eight Conditions for Lawful Processing

Dream Kitchen adheres to the eight conditions for lawful processing as set out in POPIA:

1. **Accountability:** Dream Kitchen ensures that all processing conditions are satisfied and designates responsibility for compliance.
2. **Processing Limitation:** Personal information is processed lawfully, minimally, and with necessary consent or legal justification.
3. **Purpose Specification:** Personal information is collected for explicit, defined, and lawful purposes relevant to kitchen design, installation, marketing, and operational functions.
4. **Further Processing Limitation:** Further processing must be compatible with the initial purpose for which the information was collected.
5. **Information Quality:** Reasonable steps are taken to ensure personal information is complete, accurate, and kept up to date.
6. **Openness:** Data subjects are informed transparently regarding the collection and use of their information via Privacy Statements and Notices.
7. **Security Safeguards:** Technical and organizational measures are maintained to secure the integrity and confidentiality of personal information.
8. **Data Subject Participation:** Data subjects have rights to request access to, correction of, or deletion of their personal information.

5. Security Safeguards & Risk Management

Dream Kitchen implements reasonable technical and organizational precautions to protect personal information against loss, damage, unauthorized destruction, or unlawful access:

- **Digital Security:** Password protections, encrypted communications, secure cloud hosting, and restricted administrative access.
- **Physical Security:** Secure physical premises and restricted filing areas.
- **Operator Contracts:** Third-party operators (e.g., hosting providers, IT services) must sign agreements obligating them to protect personal information.

6. Rights of Data Subjects

Data subjects possess the following rights under POPIA:

- **Right of Access:** Request confirmation of whether Dream Kitchen holds personal information about them and receive copies of such records.
- **Right to Rectification:** Request correction or updating of inaccurate or outdated information.
- **Right to Objection & Deletion:** Object to processing on reasonable grounds or request destruction/deletion of personal records where applicable.
- **Direct Marketing:** Request to opt out of direct marketing communications at any time.

7. Incident Handling & Security Compromises

In the event of a security compromise or unauthorized access to personal data:

1. Dream Kitchen will promptly report the incident to the Information Regulator.
2. Affected data subjects will be notified in writing with relevant details and guidance on mitigating potential adverse effects, where appropriate.

8. Information Officer Contact Details

For inquiries, access requests, or POPIA complaints, please contact our designated Information Officer:

- **Business Name:** Dream Kitchen
- **Physical Address:** 17 Pama Crescent, Pama Villa, Kuils River
- **Email Address:** bcdeedee9@gmail.com
- **Phone Number:** 0846405173