

Our Innovation
Your Intelligence

Protection of Personal Information Act (POPIA)

Version 4

8 April 2026

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GEOTERRA
IMAGE

POLICY NAME	PROTECTION OF PERSONAL INFORMATION ACT (POPIA)		
DOCUMENT ID	GO-7		
EFFECTIVE DATE	8 April 2026	DATE OF LAST REVISION	8 April 2026
ADMINISTRATOR RESPONSIBLE	Elsa Van Zyl	CONTACT INFORMATION	Elsa.vanzyl@geoterraimage.com
Applicable To:	Employees and Management, Third Parties and Contractors, Partners and Affiliates		

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
V1	Directors	21 July 2021	New	Alet Henning
V2	Directors	6 June 2024	Company information update	Alet Henning
V3	Directors	27 August 2025	Align Company information	Alet Henning
V4	Dr. Corné Elof	5 September 2025	Align with ISO9001 Policy Structure	Elsa Van Zyl
V5	Dr. Corné Elof	8 April 2026	Align with ISO9001 Policy Structure	Elsa Van Zyl

APPROVAL AND REVIEW
<p>The GEOTERRAIMAGE THE PROTECTION OF PERSONAL INFORMATION ACT CUSTOMER PRIVACY NOTICE is reviewed annually (or sooner if required) by our Deputy Information Officer and formally approved by Executive Management. This process ensures that the policy remains current, effective, and backed by top-level commitment to security and compliance.</p>

COMPANY OVERVIEW
<p>GeoTerralmage Group of companies: GeoTerra Image (Pty) Ltd, GeoTerralmage Holdings (Pty)LTD, GeoTerralmage SA (Pty) Ltd (GTI-SA), GeoTerralmage Education NPC, and, in addition, as its European incorporated company GEOTIPT INTERNATIONAL, UNIPESSOAL LDA (GeoTerra360).</p> <p><i>Hereafter referred to as "The Group"</i></p> <p><i>"The Group" is a well-regarded organisation, recognised for its strong commitment to regulatory compliance. It has earned a reputable standing among clients and competitors alike by consistently conducting its business in line with high moral, ethical, and legal standards. "The Group" remains firmly committed to ethical and transparent business practices, actively upholding this commitment through the implementation and enforcement of comprehensive corporate governance frameworks, internal controls, and codes of conduct that guide all employees and stakeholders in their professional responsibilities.</i></p>

PURPOSE

At **GEOTERRAIMAGE** (including this website), we are committed to protecting your privacy and ensuring that your personal information is collected and used properly, lawfully, and transparently.

SCOPE

This Notice explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act (“POPIA”).

THE INFORMATION WE COLLECT

We collect and process your personal information mainly to contact you for the purposes of understanding your requirements and delivering services accordingly. For this purpose, we will collect contact details, including your name and organisation.

We collect information directly from you when you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

Website usage information may be collected using “cookies”, which allow us to collect standard internet visitor usage information.

HOW WE USE YOUR INFORMATION

We will use your personal information only for the purposes for which it was collected and agreed with you.

In addition, where necessary your information may be retained for legal or research purposes.

For example:

- To gather contact information;
- To confirm and verify your identity or to verify that you are an authorised user for security purposes;
- For the detection and prevention of fraud, crime, money laundering or other malpractice;
- To conduct market or customer satisfaction research or for statistical analysis;
- For audit and record-keeping purposes;
- In connection with legal proceedings.
- For preparing the following documentation as and when required or by a third party - Tenders, NDA, Agreements, Vendor Registration, Quotations, Pro-Forma Invoices, and Invoices

ROLES AND RESPONSIBILITIES	
ROLE	RESPONSIBILITY
OPERATIONS MANAGER	Maintain, Update, Publish and Implement Policy
EMPLOYEES, CLIENTS/ CONTRACTORS, WEBSITE USERS AND THE PUBLIC	Comply fully with this Policy and disclose any suspected danger or wrongdoing.
BOARD OF DIRECTORS	Monitor the effectiveness and review the implementation of this policy, considering its suitability, adequacy, and effectiveness.

APPROVAL SIGNATURES		
TITLE	NAME	EMAIL
CEO	Corné Eloff	corne.eloff@geoterraimage.com
SIGNATURE		