



## MLCO TRADING LIMITED ®

TPIN: 2061889389

Service Re-Invented

P.O Box 28050, Parklands, Kitwe, Zambia.

Tel + 260-966-849978 / +260 966 512070, Email admin@mlcotrading.com

---

### **MLCO Trading Ltd - POPI Privacy Policy Statement**

MLCO Trading Ltd knows that you care about how your personal information is used and shared and we appreciate your trust in us to do it in a careful and lawful manner. MLCO Trading Ltd hereby confirms and guarantees its commitment to protecting its client's and third party's privacy and ensuring that their personal information is used appropriately, transparently, securely, for a legitimate purpose and in accordance with the applicable laws. This Policy statement sets out the manner in which MLCO Trading Ltd process its client's and third party's personal information as well as the purpose for which the information is used.

#### **Personal Information Processed**

1. Majority of the information which will be processed by MLCO Trading Ltd will be done for the purpose of carrying out actions or performance of a contract with the client or third party(example: Quotes, Invoices, Sales Order, Purchase orders etc.).
2. Where information is not processed for the above-mentioned purpose, and/or where consent is required of the client or third party, it will be obtained, or personal information will only be processed where MLCO Trading Ltd is required by law to do so, it protects or is in pursuit of a legitimate interest.

#### **Type & Usage of Personal Information**

3. The type of personal information which will be collected during the course of our operations and relationships with client's and third party's way include but is not limited to:
  - 3.1. Natural person Name & Surname or Juristic person Name;
  - 3.2. Identity, passport, company registration number or any other identifier
  - 3.3. Address (Including delivery address);
  - 3.4. Representatives Details;
  - 3.5. Contact details;
  - 3.6. Banking Details
  - 3.7. Any other information required in order for us to fulfil our obligations to you.
4. The purpose for which the personal information will be used are (this is not an exhaustive list):
  - 4.1. To process quote requests;
  - 4.2. To process tender documents;
  - 4.3. To process purchase orders;
  - 4.4. To draft invoices or statements;
  - 4.5. To process credit applications;
  - 4.6. To process deliveries;
  - 4.7. To initiate legal proceedings;
  - 4.8. To execute contracts etc.



## MLCO TRADING LIMITED ®

TPIN: 2061889389

Service Re-Invented

P.O Box 28050, Parklands, Kitwe, Zambia.

Tel + 260-966-849978 / +260 966 512070, Email admin@mlcotrading.com

---

### Disclosure & Safeguarding of personal information

5. MLCO Trading Ltd will under no circumstances sell personal information to a third party. MLCO Trading Ltd will only disclose personal information to a third party where it is in the pursuit of or for the purpose as set out in clause 4 above which is in the legitimate interest of the client and third-party and advances the purpose for which the information has been collected.
6. Personal information will be safeguarded by MLCO Trading Ltd according to its internal security controls and processes which will continuously be reviewed. Personal information will only be held by MLCO Trading Ltd for as long as legally required or where there is no legal requirement it will be dealt with according to internal policies and procedures.

### Access and Correction of Personal Information

7. Clients and third parties have the right to access the personal information which MLCO Trading Ltd holds about them. Clients and third parties have the right to ask MLCO Trading Ltd to update, correct or delete their personal information on reasonable grounds.
8. Where a client or third-party requests access or changes to the personal information held by MLCO Trading Ltd the steps and procedures as set out in our PAIA manual must be followed. The PAIA manual can be found on our website effective from 1 July 2021 - [www.mlcotrading.com](http://www.mlcotrading.com)

### Complaints and Breaches

9. In the event of any complaint or breach in respect of POPI please also see the PAIA manual as mentioned above and follow the steps as set out

30/06/2021.