



Spartan Truck Hire (Pty) Ltd

T/A SPARTAN TRUCK HIRE (PTY) LTD
REGISTRATION NUMBER: 1988/005507/07

DATA MAPPING

HOW PERSONAL INFORMATION IS BEING PROCESSED

WHO	Who is the Data Subject?
WHAT	What Personal Information is being processed?
WITH	With whom is the Personal Information processed? Who has Access to the Personal Information? Are any Third Parties processing the Personal Information?
WHY	Why is this Personal Information being processed? What is the Purpose of processing the Personal Information?
WHERE	Where is the Personal Information being stored and/or processed? What Security measures are in place to protect the Personal Information?
CONSENT	Was Consent obtained from the Data Subject?
PRIOR AUTHORISATION	Was Prior Authorisation obtained to process the Personal Information?
APPROVED	Has the Information Officer approved the processing of this Personal Information?

MAPPING DETAILED EXPLANATIONS

When you see the items referenced below left, they can effectively be replaced with their details on the right

CRM	<ul style="list-style-type: none">• Data is stored in our on premises CRM• Personal Information is encrypted• Only authorised people have access to data
Web Server	<ul style="list-style-type: none">• Data is stored in our cloud web server• The Web Server is located in South Africa• Personal Information is encrypted• Only authorised people have access to the server and data

WHO	WHAT	WITH	WHY	WHERE	CONSENT	PRIOR AUTH	APPROVED
• Employee	<ul style="list-style-type: none">• ID• Names• Contact info• Bank Account	• Payroll Provider	<ul style="list-style-type: none">• Background check• Contacting• Salary Payment	<ul style="list-style-type: none">• CRM• Securely shared via cloud with Payroll Provider	Yes	N/A	Yes
• Online store Client details	<ul style="list-style-type: none">• Names• Contact info• Address	• Shipping company	• Fulfill order	<ul style="list-style-type: none">• Web Server• Uploaded to Shipping Company online portal	Yes	N/A	Yes

Signed at _____ on this _____ day of _____
LOCATION DAY MONTH YEAR

Signature _____
OF DATA SUBJECT / DESIGNATED PERSON

Signed by _____
NAME OF DATA SUBJECT / DESIGNATED PERSON

Data Mapping