

Lucas Building Construction CC

Privacy Policy



Effective Date: 01-06-2021

Last Updated: 25-03-2025

Company Name: Lucas Building Construction CC

Information Officer: Khezia Maluleka

Email: Khezia@Lucasbuildingconstruction.co.za

1. Introduction

Lucas Building Construction ("LBC", "we", "us", or "our") is committed to protecting your personal information in accordance with the Protection of Personal Information Act, 4 of 2013 (POPIA). This Privacy Policy outlines how we collect, use, disclose, and protect your personal information in the course of our business activities.

2. Personal Information We Collect

We may collect the following types of personal information from clients, staff, subcontractors, and other parties:

- Full names
- Email addresses
- Phone numbers
- Physical addresses
- Job-related or service request information
- Photographs (e.g., of site visits or completed work)
- Banking details (only when necessary for payment purposes)

We do **not** collect ID numbers unless required by law.

3. How We Collect Personal Information



Personal information is collected directly from you through:

- Telephone calls and emails
 - Service requests or project forms
 - Job site documentation
 - Communication with LBC staff or representatives
 - Employment applications or CV submissions
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4. Why We Process Your Personal Information

We collect and use personal information to:

- Communicate with clients and service providers
 - Manage and deliver construction and repair services
 - Keep internal records and project histories
 - Process payments and invoices
 - Ensure legal compliance
 - Improve our service delivery and operations
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5. Storage and Protection of Personal Information

We take reasonable, appropriate steps to protect your personal information from misuse, unauthorized access, and loss. These measures include:

- Secure cloud storage (e.g., Google Drive with 2FA)
 - Password-protected emails and internal documents
 - Antivirus and anti-malware software on devices
 - Limited access to authorized personnel
 - Physical security for paper documents (e.g., locked cabinets)
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6. Sharing of Personal Information

LBC does not sell your personal information. We only share it:

- With service providers or subcontractors when necessary to perform work
- With financial institutions to process payments
- When required by law or with your consent



All third parties we work with are expected to comply with POPIA.

7. Your Rights Under POPIA

As a data subject, you have the right to:

- Access your personal information
- Request correction or deletion of your data
- Object to the processing of your data
- Lodge a complaint with the Information Regulator

To exercise any of these rights, contact our Information Officer using the details at the top of this policy.

8. Data Retention

Personal information is retained only as long as necessary to fulfil the purpose it was collected for, or as required by law. Once data is no longer needed, it is securely destroyed or deleted.

9. Data Breach Policy

If a breach occurs involving your personal data, LK will inform you and the Information Regulator within a reasonable time, as required under POPIA. We will take steps to minimize the impact and prevent recurrence.

10. Changes to This Policy

LK may update this Privacy Policy from time to time. The most current version will always be available upon request or posted publicly.

11. Contact Us

If you have questions about this Privacy Policy or how your personal data is handled, please contact:



Information Officer

Name: Khezia Maluleka

Email: KheziaMaluleka701@gmail.com

Phone: 061-383-6814
