



## Specialist Services Include:

- Hard chrome plating
- Metal spraying
- Balancing
- Turning
- Grinding
- Onsite Balancing
- Boring & Milling

## Manufacture and Refurbishment of:

- Rollers
- Hydraulics
- Gearboxes
- Vacuum blowers
- Turbines
- Pumps
- Marine Piston Crowns

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## **Brooklyn Engineering Privacy Policy**

Brooklyn Engineering, registration number 2013/016737/07, with registered office at 46 Brooklyn Road, Jacobs, Durban, a private company shares your concern about the protection of your personal information and is committed to safeguarding your privacy. This is our policy regarding the privacy of information we collect and the data we retain for the purpose of carrying out our business practices. Please read it carefully to understand how your personal information will be treated.

If it is necessary to carry out actions for the conclusion or performance of a contract or purchase order between any entity in Brooklyn Engineering and yourself.

1. Where it protects your legitimate interests; or
2. Where it is in our legitimate interest to do so.

We review our privacy practices from time to time. Any changes to this Privacy Policy will be made in accordance with the Terms and Conditions of Brooklyn Engineering (Pty) Ltd and accordance to the prescribed Laws of South Africa

Brooklyn Engineering will collect personal information in a fair and lawful manner, and not in an unreasonably intrusive way. Brooklyn Engineering may collect information as a result of referrals, cold calling or marketing as well as from information you may provide when contacting Brooklyn Engineering directly.

## **The Information We Gather**

Our sole purpose in gathering information is to provide the Services efficiently and effectively. We gather the following types of information:

### **Account and ownership information**

- Ownership documents
- Tax clearance certificates
- Trade references
- Vat and company registration numbers and documents
- Contact information
- Directors/shareholders/ownership Identification documents
- BEE Certificates

### **Personal Information**

Personal information is information that relates to an identifiable individual or juristic person. Examples of personal information include your name, e-mail address and other contact details, general enquiries, your activities within the company, we limit the collection of personal information to what we need to know for the purpose of delivering the Services you require.

Only your email address, name and surname, contact details and other information as we specify from time to time, constitutes compulsory information. All other information is optional. If you do not agree to share compulsory information with us, then you will be required to make known your objection for the use of your personal information to our Information Officer.

## **Use of the Information**

### **1. Tracking Information**

We may engage with other organisations to analyse your credit history for the purpose of trade reference in respect of opening of 30 day accounts. Whenever we contact and outside organisation we hold them accountable to protect personal information by adopting reasonable security measures, and restrict the request and use of the requested information to a minimum.



DIRECTORS: D BLACKLER R ROOPCHUND



## **Personal Information**

We may use the personal information you provide in a number of ways, including:

- Account details - Your contact details and other data that you supply as part of the application process are stored by us to enable you to open a credit facility for you and use the information you provide to us in a Lawful manner; You hereby consent to the use by Brooklyn Engineering of the personal information that you have provided to Brooklyn Engineering for establishing your credit rating and to Brooklyn Engineering disclosing such information to credit control companies, banks and other institutions involved in rating credit in respect of credit facilities with Brooklyn Engineering
- Recruitment - As part of the recruitment process we may have access to your C.V./resume, personal information (including "sensitive personal data") which will be for the purpose of recruitment and selection only, personal references and outside parties may be contacted for Employment references for this purpose only and this information will only be accessed by the specific recruitment officer
- Information on Brooklyn Engineering Products and Services - Your contact details may be used to provide you with the communications and the information you have requested. We may wish to use your contact details to provide you with meaningful information in future. You will be given choices about receiving such communications from us and your preferences will be respected. You may at any time opt out of receiving such communications by providing us with notice.
- To collect, analyse, report, and respond to customer feedback.
- As may be necessary to support the operation of our website and social media pages, which may include, marketing, record keeping and research purposes.
- To prevent or detect fraud or abuse if information.

We will hold your personal information for as long as is necessary in order to provide the relevant Service, monitor the Service over a reasonable time period or as may be reasonable given the circumstances in which the information is provided.

## **Disclosure and Transfer of Personal Information**

- We will not sell, trade or lease the personal information you entrust to us.
- In connection with the uses described above we may disclose your personal information to other employees within Brooklyn Engineering only when necessary. Brooklyn Engineering operates the Personal Data Policy, which sets out global and consistent standards for protecting the personal data in our care.
- We will not otherwise disclose any personal information to any third parties, except when we believe in good faith that the law permits it, or to respond to an emergency.

## **Changing Personal Information**

We recognise that some of the information that we collect from you during registration will change from time to time. You can change information you have previously provided to us at any time by providing us with written notice of any changes email or hand delivery of documents.

## **Inactivating Personal Information**

In respect of any recruitment activities conducted or account closures should you not be successful in your application your data will be discarded of in a lawful manner or should your account be closed, your data will be discarded in a lawful manner.

## **Security**

We cannot guarantee the security of our servers, nor can we guarantee that information provided via our social media or website platform will be protected, this information will be provided wilfully by yourself and we will endeavour to protect all data to our reasonable ability.

## **Queries**

If you have questions about our Privacy Policy, please contact our Information officer, *Hayley Lindeman*  
[\*\*hayley@brooklyneng.co.za\*\*](mailto:hayley@brooklyneng.co.za)