

Examples of personal information that you currently process and keep on record will likely be, amongst others,

Business ownership/partnership personal information

Likely to be personal information set out in contact information, statutory registration requirements, insurance matters, financial matters, contractual agreements and general information concerning partners, owners, directors and or board members

Employee information

Likely to be personal information that relates to – contact details; employment & remuneration records; tax, PAYE, UIF, compensation fund registration information and payment records, employment equity & skills development records, job descriptions, bargaining council information if applicable, pensions, provident funds, medical aid, loan agreements, disciplinary information, professional driving permit & public operating licence applications and records and any other statutory requirement detailing personal information.

Guest reservation and registration information

Likely to be personal information that relates to – statutory registration requirements; COVID personal contact details; billing and payment details; loyalty programmes; marketing and promotional particulars and guest histories.

Supplier information

You need only review and list those suppliers for whom you have recorded and retained personal information – will probably be SMME's in the main. Likely to be personal details and contact information

Additional guest/other personal information

Any additional personal information that you have retained or continue to obtain besides those listed above.