



**THE WESTLAKE HOMEOWNERS ASSOCIATION (WHOA)  
WESTLAKE COUNTRY & SAFARI ESTATE  
POPI (Protection of Personal Information Act) Compliance  
MAIN GATE AND CONTRACTORS ACCESS CONTROL**

- ✓ Westlake Country & Safari Homeowners Association is a 'gated' and self-managed community services provider in South Africa ("Community Services").
- ✓ The WHOA views accountability and compliance with prevailing and proposed laws as central to the provision of its Services and Protection of its residents.
- ✓ To fulfil its commitment of accountability compliance towards its homeowners and residents, it has adopted strict security and access procedures.
- ✓ Access & Egress is recorded via CCTV Cameras.
- ✓ Speed limit adherence is monitored via a Speed Sentry Camera.

**Access Control Procedures: Biometric Scanning**

No ID no access;

- Visitor arrives at Main Gate,
- Visitor announces reason for visit and stand number,
- Security will scan license disc, driver's license or ID Document and take fingerprint on the scanner,
- Homeowner/resident is contacted via Click-on system by Security to clear visitor,
- Homeowner/resident gives access via click-on system.

With regards to the above Access Control Procedure, the Processing of personal information and storage of CCTV footage and Speed Sentry recordings is compliant with all existing legislation. In addition and in order to ensure on-going responsibility, the WHOA updates its procedures and systems in line with legislative changes on a continuous basis.

**Personal Information protection**

*Your personal information, CCTV footage, Speed Camera recordings and fingerprint is **processed** by:-*

- The Westlake Homeowners Association (Westlake Country & Safari Estate).
- The Westlake Security Company (Millennium Body Guards).

Under strict in-house control, supervision and Legislation.

*Your personal information, CCTV footage, Speed Camera recordings and fingerprint is **used for**:-*

- The sole purpose of identification and clearance for access,
- Traffic control for the duration of your visit,
- The identification of the Homeowner/resident being visited for security & protection purposes.

*Your personal information is **protected in accordance with**:-*

- The POPI Act (Protection of Personal Information Act),
- Secured data systems within the confines of the Westlake Management Office "Secure Data Facility",
- Security 'blocks' on information that allow only the use of such information for access and traffic control,
- A dedicated administrator duly cleared and equipped with clearance codes and passwords to do the above processing.

**NOTE: It is not possible for Security Access personnel or any outsider to access any information. All scanned information is signalled electronically through a secure channel to the Secure Data Facility within Westlake. The Data System is not accessible from any outside source as it is not linked to cyber space.**