



CHERRY RATINGS
CHERRY RATED **BEE SERVICES**

CHERRY RATINGS (PTY) LTD

SANAS-Accredited B-BBEE Rating Agency

Confidentiality Statement

Cherry Ratings (Pty) Ltd, together with its directors, employees, shareholders, associates and contractors, treats the confidentiality and privacy of our clients, employees and other stakeholders with the utmost seriousness. All information obtained or created in the course of our B-BBEE verification services is handled with strict discretion, in accordance with the current SANAS R47 and the Protection of Personal Information Act, 2013 (POPIA).

What We Keep Confidential

- **Client information:** including financial data, ownership and scorecard information, and any other personal or business information shared with us during a verification, is accessed only by authorised personnel on a need-to-know basis.
- **Employee information:** including employment records, performance information and personal details, is protected to the same standard as client information.
- **Verification records:** including working papers, evaluation reports and supporting documentation, remain confidential during and after the verification process, except for information that Cherry Ratings informs the client, in advance, it intends to place in the public domain.

How We Protect Information

- Access to confidential records is restricted to authorised personnel on a strict need-to-know basis.
- Physical files are kept in locked cabinets and electronic records are protected by access controls and secure passwords.
- Every employee, director and outsourced associate signs a binding confidentiality agreement before working on any client file.
- Staff receive regular training on data protection, POPIA compliance and confidentiality obligations.
- Records are retained and ultimately disposed of in accordance with our documented records-control procedure.

When Information May Be Shared

Cherry Ratings may, from time to time, be required by law or by our accreditation body, SANAS, to disclose certain information. Where this occurs, and unless prohibited by law, we will inform the client or individual concerned in advance of any disclosure. Outside of these circumstances, no confidential information about a client or individual is disclosed to any third party without that client's or individual's written consent.

*Independent **Verification.**
Trusted **Ratings.**
Enabling **Transformation.***

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