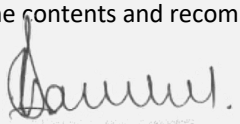
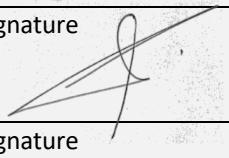
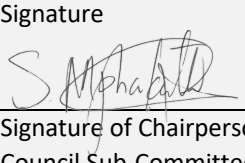
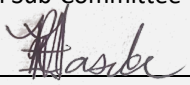
THE MARKET THEATRE FOUNDATION POLICY DOCUMENT

	Reference number	Date of Implementation	Date of Review Cycle
	POPIA2026	September 2026	31 August 2029 or as required
Document Name	**Protection of Personal Information Act Policy (POPIA Policy)**		

The signatories hereof, confirm their acceptance of the contents and recommend the adoption thereof:

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Council Sub-Committee	Signature of Chairperson of Council Sub-Committee	Date
Florence Masebe		03/10/2026
Council	Signature: Chairperson of Council	Date

Version Control

Version	Date	Description of Major Changes
V1	02 July 2026	N/A (new policy)

This policy shall remain in place until an amended version is approved by Council.

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1. Policy Objectives

1.1. This policy aims to ensure that the Market Theatre Foundation (hereinafter referred to as "the Foundation") complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) ("POPIA") by responsibly collecting, processing, storing, and sharing the personal information of its donors, patrons, artists, employees, and other stakeholders.

1.2. The Foundation processes personal information only where it is necessary to fulfil its artistic, cultural, and educational mission, including providing services, managing relationships, and conducting transactions. The Foundation may combine personal information and use the combined information for any of the purposes stated in this policy.

1.3. By engaging with the Foundation's services, events, or programmes, data subjects agree that the Foundation may process their personal information as explained under this policy. In certain instances, explicit consent will be required to process personal information.

1.4. This policy establishes a general standard for the appropriate protection of personal information within the Foundation. It further provides principles regarding the right of individuals to privacy and the right to reasonable safeguarding of their personal information.

1.5. The Foundation is accountable for ensuring compliance with the eight conditions for lawful processing of personal information under POPIA, namely: Accountability; Processing Limitation; Purpose Specification; Further Processing Limitation; Information Quality; Openness; Security Safeguards; and Data Subject Participation.

2. Application

2.1. All Foundation employees, board members, contractors, consultants, volunteers, temporary and other workers, including all personnel affiliated with third parties, must adhere to this policy.

2.2. This policy applies to information assets owned or leased by the Foundation, and to devices that connect to a Foundation network or reside on the Foundation's premises.

3. Definitions and Interpretation

3.1. In this policy, unless the context indicates otherwise, the following terms shall have the meanings ascribed to them:

3.1.1. **"Data Subject"** means the person to whom personal information relates, being a natural or juristic person.

3.1.2. **"Information Officer"** means the person designated as such by the Foundation in terms of POPIA and PAIA, responsible for ensuring compliance with POPIA and PAIA.

3.1.3. **"Operator"** means a person who processes personal information for a responsible party in terms of a contract or mandate, without coming under the direct authority of that party.

3.1.4. **"Personal Information"** has the meaning ascribed to it in section 1 of POPIA and as further described in clause 4 of this policy.

3.1.5. **"Process"** or **"Processing"** means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including the collection, receipt, recording, organisation, collation, storage, updating, modification, retrieval, alteration, consultation, use, dissemination by means of transmission, distribution or making available in any other form, merging, linking, blocking, degradation, erasure or destruction of information.

3.1.6. **"Responsible Party"** means the Foundation, being the public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information.

3.1.7. **"Special Personal Information"** has the meaning ascribed to it in section 26 of POPIA and as further described in clause 5 of this policy.

4. Personal Information

4.1. Personal information refers to any information that identifies or specifically relates to a person, and includes, but is not limited to, the following information:

- Marital status;
- National origin;
- Age;
- Language;
- Birthplace;
- Education;
- Relevant financial history (including for donation processing);
- Identifying number (such as an employee number, identity number, or passport number);
- Email address;

- Physical address (including residential address, work address, or physical location);
- Telephone number;
- Cellular phone number;
- Biometric information (including fingerprints or voice for access control, where applicable);
- Race;
- Gender;
- Sex;
- Pregnancy status;
- Ethnic origin;
- Social origin;
- Colour;
- Sexual orientation;
- Physical health;
- Mental health;
- Well-being;
- Disability;
- Religion;
- Belief;
- Conscience;
- Culture;
- Medical history (including for participation in workshops);
- Criminal history;
- Employment history;
- Personal views, preferences, and opinions (including artistic feedback);
- Another person's views or opinions about a data subject (including references for artists);
- Full names and initials.

5. Special Personal Information

5.1. Special personal information refers to information about the following:

- Race (including where the Foundation submits demographic reports to funders or government departments);
- Ethnic origin;
- Trade union membership;
- Health (including when a data subject participates in an educational workshop requiring medical information);
- Biometric information (including for secure access control);
- Criminal activity and alleged commission of an offence.

5.2. The Foundation recognises that special personal information requires a higher level of protection and will process such information only in accordance with the strict conditions set out in POPIA.

6. Lawful Conditions for Processing Personal Information

6.1. The Foundation will only process personal information for lawful purposes relating to its business if one or more of the following conditions are met:

6.1.1. The data subject has consented to the processing;

6.1.2. A person legally authorised by the data subject, the law, or a court, has consented to the processing;

6.1.3. The processing is necessary to conclude or perform under a contract or agreement with the data subject (including an artist's contract or a donor pledge);

6.1.4. The law requires or permits the processing;

6.1.5. The processing is required to protect or pursue the data subject's, the Foundation's, or a third party's legitimate interest (including safeguarding the Foundation's collections or ensuring the security of its premises);

6.1.6. The processing complies with the following conditions:

- **Accountability**: The Foundation ensures compliance with all conditions for lawful processing;
- **Processing Limitation**: Processing is done in a lawful, minimal, and reasonable manner;
- **Purpose Specification**: Processing is for a defined and lawful purpose;
- **Further Processing Limitation**: Further processing is consistent with the initial purpose;
- **Information Quality**: Reasonable steps are taken to ensure information is accurate and up to date;
- **Openness**: Data subjects are informed of the processing;
- **Security Safeguards**: Appropriate security measures are in place;
- **Data Subject Participation**: Data subjects can exercise their rights.

7. Processing Special Personal Information

7.1. The Foundation may process special personal information if one or more of the following apply:

7.1.1. The data subject has consented to the processing;

7.1.2. The information is being used for any requirement related to Human Resources or payroll;

7.1.3. The processing is needed to create, use, or protect a right or obligation in law;

7.1.4. The processing is for statistical or research purposes (including demographic analysis of the Foundation's audience) and all legal conditions are met;

7.1.5. The special personal information was made public by the data subject;

7.1.6. The processing is required by law.

8. Collection of Personal Information

8.1. The Foundation collects personal information:

8.1.1. Directly from data subjects when they interact with the Foundation (including registering for courses, purchasing tickets, making a donation, registering for a workshop, signing up for the newsletter, or applying for a job);

8.1.2. From third parties that are directly integrated with the Foundation's software platforms (including ticketing partners);

8.1.3. Based on the data subject's use of the Foundation's products, services, or service channels (including the website or box office);

8.1.4. Based on how data subjects engage or interact with the Foundation, including via the support desk, emails, letters, telephone calls, and surveys;

8.1.5. From publicly available sources that are relevant to the Foundation's fundraising and development activities, in accordance with the law;

8.1.6. From completed forms, including contact, donation, and application information.

8.2. Where the law requires, the Foundation will ask for consent before collecting personal information about a data subject from third parties.

8.3. The third parties from whom the Foundation may collect personal information include, but are not limited to:

8.3.1. The Foundation's partners, channel partners, affiliated arts organisations, and appointed third parties (including authorised agents, partners, contractors, and suppliers) for any of the purposes identified in this policy;

8.3.2. A data subject's employer or educational institution where they are engaging with the Foundation on the data subject's behalf;

8.3.3. Persons authorised by the data subject to share their personal information (including someone who purchases tickets on their behalf);

8.3.4. Payment processing services providers, banks, and other persons that assist with the processing of payment instructions;

8.3.5. Law enforcement and fraud prevention agencies and other persons tasked with the prevention and prosecution of crime;

8.3.6. Regulatory authorities, governmental departments, and tax authorities;

8.3.7. The Foundation's service providers, agents, and sub-contractors, including marketing agencies, mailing houses, and other persons used to offer and provide services.

8.4. **Section 18 Notification**: When collecting personal information, the Foundation will take reasonably practicable steps to ensure that data subjects are aware of the following, in accordance with section 18 of POPIA:

8.4.1. The information being collected and, where the information is not collected from the data subject, the source from which it is collected;

8.4.2. The name and address of the Foundation as the responsible party;

8.4.3. The purpose for which the information is being collected;

8.4.4. Whether the supply of the information is voluntary or mandatory;

8.4.5. The consequences of failure to provide the information;

8.4.6. Any particular law authorising or requiring the collection of the information;

8.4.7. The fact that the Foundation intends to transfer the information to a third country or international organisation, where applicable, and the level of protection afforded to the information by that third country or international organisation;

8.4.8. The recipient or category of recipients of the information;

8.4.9. The nature or category of the information;

8.4.10. The existence of the right of access to and the right to rectify the information collected;

8.4.11. The existence of the right to object to the processing of personal information as referred to in section 11(3) of POPIA;

8.4.12. The right to lodge a complaint with the Information Regulator and the contact details of the Information Regulator.

9. Purposes for Processing Personal Information

9.1. The Foundation processes personal information for the following purposes:

9.1.1. To provide services, including ticketing, membership, educational workshops, and artistic programmes;

9.1.2. To manage relationships with donors, patrons, members, and partners, including processing donations and providing tax certificates;

9.1.3. To market productions, exhibitions, educational programmes, fundraising events, and other cultural activities;

9.1.4. To respond to enquiries and complaints;

9.1.5. To comply with legislative, regulatory, risk, and compliance requirements, including reporting to the Department of Sports, Arts and Culture and other funders;

9.1.6. To conduct audience and donor research, including analysis to improve services and tailor offerings;

9.1.7. To develop, test, and improve programmes and services;

9.1.8. For historical, statistical, and research purposes, including audience segmentation and artistic impact assessment;

9.1.9. To process payment instruments and donations;

9.1.10. To enable the delivery of goods, documents, or notices;

9.1.11. For security, identity verification, and to check the accuracy of personal information;

9.1.12. To communicate with data subjects and to carry out their instructions and requests;

9.1.13. For audience and donor satisfaction surveys, and promotional offerings;

9.1.14. To enable data subjects to take part in competitions and special events;

9.1.15. For any other related purposes directly associated with the Foundation's cultural and educational mission.

10. Direct Marketing

10.1. The Foundation may use personal information to market its productions, educational programmes, fundraising events, and other cultural activities.

10.2. The Foundation may also market products, goods, or services from carefully selected arts and culture partners.

10.3. Marketing may be conducted in person, by post, telephone, or electronic channels such as SMS, email, and social media.

10.4. Where the data subject is not an existing contact, or in any other instances where the law requires, the Foundation will only market by electronic communications with the data subject's consent.

10.5. Consent for direct marketing must be in writing and may be obtained via any method reasonably accessible to the data subject, including email, telephone, SMS, WhatsApp, fax, or automated calling.

10.6. The Foundation may not infer consent from silence or pre-ticked boxes. Consent obtained via telephone or automated calling must be recorded and transcribed, and a copy must be made available to the data subject upon request.

10.7. Data subjects may request the Foundation to stop sending marketing communications at any time.

11. Disclosure and Sharing of Personal Information

11.1. The Foundation will only share personal information if one or more of the following apply:

11.1.1. The data subject has consented to the sharing;

11.1.2. It is necessary to conclude or perform under a contract or agreement with the data subject;

11.1.3. The law requires it;

11.1.4. It is necessary to protect or pursue the data subject's, the Foundation's, or a third party's legitimate interest.

11.2. Where required, the Foundation may share personal information with the following persons who have an obligation to keep personal information secure and confidential:

11.2.1. Other members of the Foundation, its associates, affiliates, or appointed third parties (including authorised agents, partners, contractors, and suppliers) for any of the purposes identified in this policy;

11.2.2. Employees as required by their employment conditions;

11.2.3. Payment processing services providers, banks, and other persons who assist with processing payment instructions;

11.2.4. Law enforcement and fraud prevention agencies and other persons tasked with the prevention and prosecution of crime;

11.2.5. Regulatory authorities, governmental departments, and other persons that the law requires the Foundation to share personal information with;

11.2.6. Service providers, agents, and sub-contractors, including mailing houses, facilitators, marketing agencies, and other persons used to offer and provide services;

11.2.7. Persons to whom the Foundation has ceded its rights or delegated its obligations under agreements;

11.2.8. Courts of law or tribunals that require the personal information to adjudicate referrals, actions, or applications;

11.2.9. Artistic and educational partners with whom the Foundation has concluded agreements for the delivery of joint programmes.

12. Cross-Border Transfers of Personal Information

12.1. The Foundation will only transfer personal information to third parties in another country in one or more of the following circumstances:

12.1.1. Where the personal information will be adequately protected under the other country's laws or an agreement with the third-party recipient;

12.1.2. Where the transfer is necessary to conclude or perform under a contract with the data subject, or a contract with a third party that is in the data subject's interest (including an international co-production);

12.1.3. Where the data subject has consented to the transfer;

12.1.4. Where it is not reasonably practical to obtain the data subject's consent, yet the transfer is in their interest.

12.2. Any cross-border transfer will happen within the requirements and safeguards of the law.

12.3. Where possible, the party processing personal information in the other country will agree to apply the same level of protection as available by law in South Africa.

13. Data Subject Rights

13.1. Data subjects must provide proof of identity when enforcing the rights set out in this clause.

13.2. Data subjects must inform the Foundation when their personal information changes.

13.3. **Right of Access**: Data subjects have the right to request access to the personal information the Foundation holds about them. This includes requesting:

13.3.1. Confirmation that the Foundation holds their personal information;

13.3.2. A copy or description of the record containing their personal information;

13.3.3. The identity or categories of third parties that have had access to their personal information.

13.4. The Foundation will attend to requests for access to personal information within a reasonable time. Data subjects may be required to pay a reasonable fee to receive copies or descriptions of records, or information about third parties. The Foundation will inform the data subject of the fee before attending to the request.

13.5. The law may limit the right to access information.

13.6. **Right to Correction and Deletion**: Data subjects have the right to request the Foundation to correct or delete personal information if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, obtained unlawfully, or the Foundation is no longer authorised to keep it:

13.6.1. Requests must be submitted in writing;

13.6.2. It may take up to 15 (fifteen) business days for the change to reflect on the Foundation's systems;

13.6.3. The Foundation may request documents to verify the change in personal information;

13.6.4. Data subjects may request correction, deletion, or destruction of personal information at any time and free of charge using **Form 2** through multiple channels.

13.6.5. A responsible party is required to respond to the data subject within 30 days.

13.6.6. If the law requires the Foundation to keep the personal information, it will not be deleted upon request;

13.6.7. The deletion of certain personal information may lead to the termination of the relationship with the Foundation (including membership).

13.7. **Right to Object**: Data subjects may object on reasonable grounds to the processing of their personal information:

13.7.1. The Foundation will not be able to give effect to the objection if the processing was and is permitted by law, the data subject has provided consent to the processing, or the processing is necessary to conclude or perform under a contract with the data subject;

13.7.2. Objections must be submitted in writing;

13.7.3. Data subjects may object to processing free of charge, via various channels of communication, on a form substantially similar to **Form 1**.

13.7.4. The Foundation is required to notify data subjects of their right to object when collecting personal information.

13.8. **Right to Withdraw Consent**: Where a data subject has provided consent for the processing of their personal information, they may withdraw their consent:

13.8.1. The Foundation will explain the consequences of withdrawal;

13.8.2. The Foundation may proceed to process personal information even if consent has been withdrawn if the law permits or requires it;

13.8.3. It may take up to 15 (fifteen) business days for the change to reflect on the Foundation's systems, during which time processing may continue.

13.9. **Right to Complain**: Data subjects have the right to file a complaint with the Foundation or the Information Regulator of South Africa about an alleged contravention of the protection of their personal information:

13.9.1. Complaints to the Information Regulator must be submitted using **Form 5**, available on the Information Regulator's website;

13.9.2. Complaints may be submitted online, at designated offices, via fax, post, courier, or email;

13.9.3. The Information Regulator will acknowledge receipt of the complaint and provide a reference number within 14 days;

13.9.4. Complaints can be emailed to **POPIAComplaints@markettheatre.co.za.**

13.10. The Foundation will address complaints as far as possible.

13.11. Data subjects should refer to the Foundation's Promotion of Access to Information Act (PAIA) Manual for further information on how to give effect to the rights listed above.

14. Security Safeguards

14.1. The Foundation will take appropriate and reasonable technical and organisational steps to protect personal information according to industry best practices.

14.2. The Foundation's security measures, including physical, technological, and procedural safeguards, will be appropriate and reasonable. This includes the following:

14.2.1. Keeping systems secure, including monitoring access and usage;

14.2.2. Storing records securely;

14.2.3. Controlling access to buildings, systems, and records;

14.2.4. Safely destroying or deleting records;

14.2.5. Ensuring compliance with best practice information security standards.

14.3. The level of security measures will be proportionate to the quantity, nature, and sensitivity of the personal information being processed.

15. Data Breach Notification

15.1. Where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person, the Foundation must notify the **Information Regulator** and the data subject, unless the identity of such data subject cannot be established.

15.2. The notification must be made as soon as reasonably possible after the discovery of the compromise, taking into account the legitimate needs of law enforcement or any measures reasonably necessary to determine the scope of the compromise and to restore the integrity of the Foundation's information system.

15.3. The Foundation may only delay notification of the data subject if a public body responsible for the prevention, detection, or investigation of offences, or the Information Regulator, determines that notification will impede a criminal investigation.

15.4. The notification must provide sufficient information to allow the data subject to take protective measures against the potential consequences of the compromise, including all of the following:

15.4.1. A description of the possible consequences of the security compromise;

15.4.2. A description of the measures that the Foundation intends to take or has taken to address the security compromise;

15.4.3. A recommendation with regard to the measures to be taken by the data subject to mitigate the possible adverse effects of the security compromise;

15.4.4. If known to the Foundation, the identity of the unauthorised person who may have accessed or acquired the personal information.

15.5. The Information Regulator may direct the Foundation to publicise, in any manner specified, the fact of any compromise to the integrity or confidentiality of personal information, if the Information Regulator has reasonable grounds to believe that such publicity would protect a data subject who may be affected by the compromise.

15.6. An **Operator** is not required to notify the Information Regulator or data subjects directly but must notify the Foundation of any suspected data breach.

16. Retention and Destruction of Personal Information

16.1. The Foundation will keep personal information for as long as:

16.1.1. The law requires the Foundation to keep it;

16.1.2. An agreement between the data subject and the Foundation requires the Foundation to keep it;

16.1.3. The data subject has consented to the Foundation keeping it;

16.1.4. The Foundation is required to keep it to achieve the purposes listed in this policy;

16.1.5. The Foundation requires it for statistical or research purposes;

16.1.6. The Foundation requires it for its lawful business purposes, including historical and archival record-keeping related to its cultural mission.

16.2. The Foundation may keep personal information even if the data subject no longer has an active relationship with the Foundation, for historical, statistical, or research purposes, or as required by law.

16.3. Once personal information is no longer required for the purposes for which it was collected, the Foundation will securely destroy or delete the information in accordance with applicable laws and the Foundation's records retention schedule.

17. Information Officer and Deputy Information Officer

17.1. The Foundation has designated an Information Officer and may designate a Deputy Information Officer to ensure compliance with the lawful processing conditions set out in POPIA and to deal with data subject rights requests in terms of POPIA and PAIA.

17.2. The Information Officer must be a person who serves in an executive capacity.

17.3. The Information Officer must be registered with the Information Regulator in terms of section 55(2) of POPIA.

17.4. The duties and responsibilities of the Information Officer in terms of section 55(1) of POPIA and Regulation 4 include:

17.4.1. Developing, implementing, monitoring, and maintaining a compliance framework;

17.4.2. Undertaking personal information impact assessments to ensure that adequate measures and standards exist to comply with the conditions for lawful processing;

17.4.3. Assisting with and responding to data subject requests made in terms of POPIA and access to information requests made in terms of PAIA;

17.4.4. Maintaining documentation of all processing;

17.4.5. Developing, monitoring, and maintaining a manual in terms of sections 14 and 51 of PAIA;

17.4.6. Evaluating and approving requests for access to information received regarding the grounds set out in PAIA within the time constraint or any extended period;

17.4.7. Responding to data subject requests and requests made by the Information Regulator pursuant to POPIA;

17.4.8. Conducting internal training sessions on the requirements of POPIA;

17.4.9. Working with the Information Regulator in relation to any investigations undertaken by the Information Regulator;

17.4.10. Cooperating fully with the Information Regulator when an investigation is being conducted;

17.4.11. Ensuring that the Foundation's compliance frameworks are continually improved.

18. Personal Information Impact Assessments

18.1. The Foundation is required to conduct Personal Information Impact Assessments (PIIAs) to ensure that adequate measures and standards exist to comply with the conditions for lawful processing of personal information.

18.2. A PIIA is a process that helps the Foundation understand and mitigate the data protection risks to data subjects associated with processing personal information.

18.3. PIIAs should be carried out when:

18.3.1. Launching a new project or system involving personal information;

18.3.2. Deploying new technologies (including AI, biometrics, surveillance);

18.3.3. Transferring personal data across borders;

18.3.4. Conducting large-scale or sensitive processing.

18.4. PIIAs are not once-off; each PIIA must be reviewed and updated when processing changes or new risks emerge.

18.5. A best-practice PIIA typically follows four phases:

18.5.1. Initiation and scoping – identifying whether processing warrants a PIIA;

18.5.2. Description and analysis – mapping the activity, including data types, purposes, flows, retention, and transfers;

18.5.3. Risk identification and mitigation – assessing risks to data subjects, rating severity and likelihood, and proposing safeguards (technical, organisational, contractual, and design);

18.5.4. Documentation and review – recording findings, securing sign-off from the Information Officer, integrating into the compliance framework, and scheduling reviews.

19. Information Processing Agreements with Operators

19.1. Where the Foundation makes use of the services of an Operator to process personal information on its behalf, the Foundation must conclude a written agreement with such Operator.

19.2. The written agreement must contractually oblige the Operator to:

19.2.1. Process personal information only with the authorisation of the Foundation;

19.2.2. Treat personal information as confidential;

19.2.3. Refrain from disclosing personal information without authorisation.

19.3. The Foundation remains accountable for compliance even when an Operator has been appointed.

20. Automated Decision-Making

20.1. The Foundation acknowledges that data subjects have the right not to be subject to a decision which results in legal consequences for them, or which affects them to a substantial degree, where such decision is based solely on automated processing of personal information.

20.2. Where the Foundation uses automated decision-making, it will ensure that affected data subjects can request human review of such decisions.

21. Children's Privacy

21.1. The Foundation's services, including educational workshops and youth programmes, may address children under the supervision of parents or guardians.

21.2. The Foundation does not knowingly collect personally identifiable information from anyone under the age of 17 (seventeen) without verifying parental consent.

21.3. If a parent or guardian becomes aware that their child has provided the Foundation with personal data without their consent, they should contact the Foundation.

21.4. If the Foundation becomes aware that it has collected personal data from anyone under the age of 17 (seventeen) without verification of parental consent, it will take steps to remove that information from its servers.

21.5. Where the Foundation needs to rely on consent as a legal basis for processing a child's information, it will require the parent's or guardian's consent before collecting and using that information.

22. Cookie Policy

22.1. A cookie is a small piece of data sent from the Foundation's website to a data subject's computer, device hard drive, or internet browser where it is saved. The cookie contains information to personalise the data subject's experience on the website and may improve it. The cookie will also identify the device, such as the computer or smartphone.

22.2. By using the Foundation's website, data subjects agree that cookies may be forwarded from the website to their computer or device. The cookie will enable the website to recognise that the data subject has visited before. The Foundation may also use the cookie to prevent fraud and for analytics to improve the website.

23. Policy Breach and Non-Compliance

23.1. An employee found to have violated this policy may be subject to disciplinary action up to and including termination of employment.

23.2. A violation of this policy by a volunteer, board member, contractor, or vendor may result in the termination of their relationship with the Foundation.

23.3. Non-compliance with an enforcement notice issued by the Information Regulator is a criminal offence under POPIA, carrying a fine, imprisonment of up to 10 years, or both.

24. Agreement and Compliance Acknowledgment

24.1. It is the employee's responsibility to contact the Human Resources department or their manager should they have any queries regarding this policy.

24.2. All employees are required to sign an acknowledgment confirming that they have read, understood, and agree to comply with the provisions of this policy.

Employee Acknowledgment

I, _____ (Employee No: _____), hereby declare that I have read and understood the contents of this Market Theatre Foundation Protection of Personal Information Policy and agree to comply with its provisions.

Employee Signature

Date