



City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall  
65 Ntengi Piliso Street  
Newtown  
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[www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)

**JULY 2024**

## **SUPPLY CHAIN MANAGEMENT UNIT**

### **REQUEST TO UPLOAD OR AMEND VENDOR BANK ACCOUNT DETAILS**

The following requirements should be observed when a vendor needs to amend or add bank account details on the Johannesburg Water vendor masterdata.

- A letter on the vendor's letterhead dated and duly signed by an authorized company representative instructing and authorizing Johannesburg Water to effect the changes in the bank account details.
- The letter should indicate the vendor name (as registered at CIPC), company registration number, **and the old bank account details** that needs to be changed and the **new bank account details** that needs to be uploaded.
- The new bank details should be loaded on the National Treasury Central Supplier Database and be **successfully verified**.

The letter should be submitted to the Manager: Accreditations and Supplier Development - [ithuteng.tabe@jwater.co.za](mailto:ithuteng.tabe@jwater.co.za)

See attached JW POPIA PRIVACY STATEMENT

Sincerely

SCM: Accreditations and Supplier Development

**Directors:**

Mr Sipho Mthembu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),  
Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Siphamandla Mnyani, Mrs. Zandile Meeleso, Mr Pholoso Matjele,  
Mr Kgaile Mogoye, Mr Molate Mashifane, Ms Pamela Mabece, Mr Lunga Bernard, Mr Julias Maputla

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30

## POPIA PRIVACY STATEMENT

In terms of the Protection of Personal Information Act, 213 (Act 4 of 2013), also called the POPI Act or POPIA, Johannesburg Water SOC Limited, undertakes all reasonable measures to protect personal information and to keep it private and confidential.

### 1. Privacy Notice applies to:

Suppliers, vendors, contractors, service providers, etc whether appointed or prospective.

### 2. Definitions of personal information

According to the Act “personal information” means information relating to an identifiable living, natural person, and where it is applicable, an identifiable, existing juristic person. All addresses including residential, postal and email addresses.

### 3. About the Public Entity

Johannesburg Water (SOC) Limited, registration number 2000/029271/30

#### 3.1 The information we collect

We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

#### 3.2 How Johannesburg Water use your information

We will use your personal information only for the purposes for which it was collected and agreed with you. For example: to gather contact information, to confirm and verify your identity, for the evaluation and adjudication of bids and quotations for tenders, request for quotations, and other personal information for the procurement of goods and services by the Entity.

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Ms Kethabile Mabe (Company Secretary),

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### 3.3 Disclosure of information

We may disclose your personal information to our Shareholder, the City of Johannesburg, and other Government agencies such as National Treasury, and the Auditor-General of South Africa. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law.
- Where we believe it is necessary to protect our rights.

### 3.4 Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised access and use of personal information. We will, on an ongoing basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure. We will ensure that anyone whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

### 3.5 Your rights: Access to Information

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at [informationofficer@jwater.co.za](mailto:informationofficer@jwater.co.za), and specify what information you require.

### 3.6 Correction of your personal information

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your identification document to confirm your identity before making changes to personal information we

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may hold about you. We would appreciate it if you would keep your personal information accurate and up to date.

### 3.7 How to contact us

If you have any queries about this document; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers listed on our website or send an email to [informationofficer@jwater.co.za](mailto:informationofficer@jwater.co.za)

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