

PRIVACY NOTICE

How Scene Works handles personal information under POPIA

02 October 2026

PUBLIC DOCUMENT

RESPONSIBLE PARTY	SCENE WORKS (Pty) Ltd
REGISTRATION NUMBER	2026/745671/07
INFORMATION OFFICER	Tennielle Wynne
EFFECTIVE DATE	02 October 2026
CONTACT	hello@sceneworks.co.za

1. About this notice

Scene Works provides research, commercial strategy and advisory services focused on people, places and partnerships. This notice explains what personal information we collect, why we use it, who we may share it with, how long we keep it, and the rights available to you under the Protection of Personal Information Act 4 of 2013 (POPIA).

2. Personal information we may collect

- name, role, employer or organisation, and business contact details;
- correspondence, meeting notes, project inputs and information you choose to provide;
- client, supplier and contractor onboarding information, including registration, tax or banking details where relevant;
- research or consultation information where a person participates in or contributes to a project;
- website enquiry information and, where enabled, basic device, browser or usage information;
- billing, payment and transaction records; and
- identification or statutory information where required for legal, company or regulatory purposes.

We aim to collect only information that is relevant to the purpose for which it is needed. We do not intentionally collect special personal information or children's information unless there is a defined lawful need and the additional requirements of POPIA are met.

3. Where information comes from

Personal information may come directly from you, from your organisation, from a client or partner that is authorised to share it, from public sources, or from third-party data and service providers where the use of that information is lawful and relevant to the work being undertaken.

4. Why we process personal information

- to respond to enquiries and manage prospective and existing client relationships;
- to scope, contract for and deliver research, advisory and project work;
- to identify and assess relevant organisations, partners, communities, events or opportunities for a defined client question;
- to manage suppliers, contractors and project partners;
- to issue invoices, receive payments and maintain accounting and tax records;
- to communicate about Scene Works and its services where permitted by law;
- to maintain, secure and improve our systems and website; and
- to meet legal, regulatory and contractual obligations and to establish, exercise or defend legal rights.

5. Grounds for processing

Depending on the context, Scene Works processes personal information because it is necessary to perform or enter into a contract, to comply with a legal obligation, to protect a legitimate interest of Scene Works, a client or another person where POPIA permits it, or because consent has been given where consent is required.

6. Who we may share information with

We may share personal information only where reasonably necessary with clients, approved contractors or project partners, banks and payment providers, accounting and tax advisers, legal advisers, cloud and software providers, website and communications providers, and regulators or authorities where disclosure is required by law. We expect service providers that process information on our behalf to protect it appropriately.

7. Cross-border processing

Some cloud, communications, hosting or software providers may process or store information outside South Africa. Where this happens, Scene Works applies the requirements of section 72 of POPIA and uses appropriate legal, contractual or other safeguards.

8. Retention

We keep personal information only for as long as it is needed for the purpose for which it was collected, for legitimate business record keeping, or for a period required by law. When information is no longer required, it is securely deleted, destroyed or de-identified where reasonably practicable. Scene Works maintains an internal record retention schedule for key record categories.

9. Security

Scene Works applies reasonable technical and organisational safeguards appropriate to the size of the business and the nature of the information. These include access controls, strong authentication where available, controlled file sharing, secure cloud and device settings, confidentiality obligations, vendor safeguards and a documented security compromise response process.

10. Your rights

- ask whether Scene Works holds personal information about you and request access where applicable;
- ask us to correct or update inaccurate, irrelevant, excessive, out-of-date, incomplete or misleading information;
- request deletion or destruction where Scene Works is no longer authorised to retain a record;
- object to processing in the circumstances permitted by POPIA;
- withdraw consent where processing is based on consent, without affecting processing that was lawful before withdrawal; and
- lodge a complaint with the Information Regulator.

Privacy and access requests may be sent to hello@sceneworks.co.za. We may need to verify your identity before acting on a request. Official POPIA and PAIA request forms are available from the Information Regulator at <https://inforegulator.org.za/>.

11. Direct marketing

Scene Works will only send direct marketing communications where permitted by POPIA and other applicable law. You may ask us to stop marketing communications at any time by replying to the communication or contacting us at the email address below.

12. Contact details

Item	Details
Responsible party	SCENE WORKS (Pty) Ltd
Information Officer	Tennielle Wynne
Information Officer registration	2026-068307
Email	hello@sceneworks.co.za
Telephone	072 084 4592
Address	64 Fairmill, 3 Marais Street, Milnerton, Cape Town, Western Cape, 7441
Website	https://sceneworks.co.za

13. Updates to this notice

We may update this notice as our services and practices change. The current version is available on the Scene Works website.