

TNA Africa Platform – Privacy Notice

Last updated: 11/08/2026

TNA Africa (Pty) Ltd (“we”, “us”) provides the TNA Africa workforce management platform. This notice explains how personal information is processed when you use the Platform.

Who is responsible?

- When the Platform is hosted by TNA Africa → TNA Africa is the Operator (or Sub-operator) processing data on behalf of your employer (the Responsible Party).
- When the Platform is hosted by a Reseller or on-premise → the Reseller or your employer is primarily responsible. TNA Africa only processes data to the extent required for support or maintenance.

What information we process

- Employee identification and contact details
- Biometric information (facial recognition templates) – Special Personal Information
- Attendance, leave, and related HR records
- Any other information your employer captures in the system

Purpose

We process this information only to provide the workforce management services your employer has contracted for (time & attendance, HR administration, employee self-service, etc.).

Legal basis

Processing is based on the contract between your employer and the Reseller / TNA Africa, and on the consent obtained by your employer for biometric data where required.

Sharing

We only share information with authorised support staff, our infrastructure providers, and as required by law. We do not sell personal information.

Security

We implement appropriate technical and organisational measures, including encryption, access controls and monitoring.

Your rights

You may request access to, correction or deletion of your personal information by contacting your employer (the Responsible Party) or the Information Officer of TNA Africa at alheit@tnafrica.co.za.

Contact

Information Officer: Alheit Augustyn

Email: [alheit@tnafrica.co.za]

Full details are available in the Data Processing Agreement between the parties.