



government
printing

Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

GPW EMAIL LEGAL NOTICE

Government Printing Works

Public Web Project

Version 1.1



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1. Applicability

Government Printing Works (GPW) is a South African security-printing specialist that deals with the printing of passports, visas, birth certificates, smart card identification documents and examination materials, as well as government stationery and publications. GPW also functions as the publisher and editor of the South African Government Gazette and uses its additional capacity to print non-security printed matter such as posters, annual reports, brochures and high volume standard forms that are used by government departments for administration purposes.

GPW provides goods and services to:

- South African Government Departments, Provincial Institutions and Local Authorities;
- Consumers;
- Non-consumers; and
- Various international natural and juristic persons and governments.

Email is an integral part of GPW's business.

This Email Legal Notice has legal force and effect in terms of section 11 of the Electronic Communications and Transactions Act, 25 of 2002.

2. Purpose

The purpose of this Email Legal Notice is to regulate the use and receipt of email to and from GPW.

3. Scope

Emails, attachments to emails and links within emails are collectively referred to as 'email' in this Email Legal Notice.

4. Recipients of Email from GPW

Email from GPW is intended for named recipients only. Persons copied are also named recipients.

Any other persons in receipt of email from GPW are unauthorised recipients of GPW email.

5. Classification of GPW Email

GPW email is classified 'restricted', meaning that a compromise thereof could hamper or cause inconvenience to a person or organisation mentioned above or to GPW itself. If you are an unauthorised recipient, kindly:

- Notify the sender if the sender is a GPW representative; or
- Notify webmaster@gpw.gov.za or webmaster@gpwonline.co.za
- If you are an unauthorised recipient please destroy all email in electronic and hard copy format, which you have received as an unauthorised recipient and / or have printed without authority.



6. Monitoring and Interception

To comply with law and in line with international standards and best practice relating to the use of information technology in its business activities, GPW monitors and intercepts live communications such as email and website activity in compliance with the Regulation of Interception of Communications and Provision of Communication-related Information Act, 70 of 2002 (RICA).

Subject to the provisions of the Electronic Communications and Transactions Act, 25 of 2002 (ECT) and South African and international privacy principles and where necessary, and if required by law, GPW will access static data created, received, communicated and stored by GPW as part of GPW business and the GPW Website service.

7. Your Privacy

THE RESULT OF GPW'S PRACTICE OF MONITORING AND INTERCEPTING LIVE EMAIL COMMUNICATIONS IS THAT YOU HAVE NO EXPECTATION OF PRIVACY WITH RESPECT TO EMAIL COMMUNICATION TO AND FROM GPW. IF YOU DO NOT AGREE TO THIS LIMITATION OF YOUR CONSTITUTIONAL RIGHT TO PRIVACY, REGULATED IN TERMS OF RICA, YOU SHOULD NOT COMMUNICATE WITH GPW VIA EMAIL OR USE THE WEBSITE SERVICE.

Notwithstanding the fact that GPW respects your privacy, it also has an obligation to identify and to limit risk related to the use of email and other technologies in its business. As such, it seeks to find a balance between these opposing rights and obligations.

8. Warranties and Representations

No warranties are made or implied that any employee or contractor of GPW is or was authorised to create and / or send this email.

9. Unauthorised Use of GPW Email Systems

GPW regulates its internal environment in accordance with South African law and GPW physical, technical and administrative controls. Authorised users of GPW email systems are subject to these controls, which regulate among others, the acceptable use of email. In the event that GPW policy and rules on the acceptable use of email are contravened by users, the users will be liable. The Chief Executive Officer, executive management and public officers of GPW shall not accept liability arising from such contravention.

10. Damages Arising from Email from GPW

Email technologies and the use of related telecommunication systems and networks expose GPW to dynamic security and business risk. GPW manages this risk in accordance with South African law and also through its physical, technical and administrative controls that include policies, procedures, guidelines and baselines to prevent unauthorised access to or abuse of GPW systems and networks.

GPW is committed to the highest standard of due diligence and the duty of care and as such, the Chief Executive Officer, executive management and public officers of GPW shall not accept liability arising from the use of email.



11. Transmission and Receipt of Email from and to GPW

Email is deemed received only when receipt is confirmed by GPW orally or in writing. An auto-response is not regarded as a response for this purpose.

Email is deemed sent as and when reflected in GPW mail server logs.

Email is deemed as having been sent from the originator's usual place of business or residence and as having been received at the addressee's usual place of business or residence.

12. Requirements for Valid Agreements

GPW policy is that no binding agreements will be entered into through the use of email. Any invitations to do business and offers made or received will be regarded merely as part of the process of negotiation. The conclusion of agreements negotiated by email must be reduced to writing, printed on paper and signed by hand with ink.

13. GPW Organisational Information

GPW Details	
Name	Government Printing Works (GPW)
Legal form of entity:	In accordance with Schedule 3 of the Public Service Act – Section 7(5)(c), the Government Printing Works is classified as a government component
Organisational registration number	Not Applicable
VAT registration number	4220102869
Chief executive officer	Prof AD Mbewu
Registered office	149 Bosman Street Pretoria 0002
Physical address	149 Bosman Street Pretoria 0002
Postal address	Private Bag X 85 Pretoria 0001
Phone number	+27(0)12 334 4500
Facsimile number	+27(0)12 323 0009
Email address	webmaster@gpwonline.co.za webmaster@gpw.gov.org
Auditors	The Auditor-General of South Africa



GPW Details

Bankers	ABSA Reserve Bank
Accounting officer	Prof AD Mbewu

14. GPW Structure

