

SOUTH AFRICAN PRIVACY NOTICE

Personal Information Protection Notice (issued in accordance with Section 5 (a) (i) and 18 of the Protection of Personal Information Act, 4 of 2013 (POPIA))

Aim and Purpose of this Notice

We value your privacy and want to be transparent about the personal information we process when interacting with you. With this Personal Information Protection Notice, we inform you and provide you with an overview of how we process your personal information and by doing so we are fulfilling our notification obligation.

We are committed to managing and processing your personal information in accordance with the applicable privacy and information protection law provisions, which specifically provides for the lawful, fair and transparent processing of your personal information for specified, explicit and legitimate purposes in a reasonable manner that does not infringe on your right to privacy. Please refer to our website for our Records Retention & Protection Policy, and Data Protection Policy.

We recognise and are committed to protect your fundamental rights and freedoms, more specifically your right to privacy which includes the right to the protection against the unlawful collection, retention, dissemination and use of personal information.

A. About Us and How to Contact Us

Responsible Party: Yaku Blue (Pty) Ltd

Physical Address: Unit 18, Ambrose Lofts, 224 Ashwood Rd, Clubview, Centurion

Phone Number: 083-397-8524

B. Why do we Collect and Process Personal Information? (Specific Purpose)

Our reason for collecting your personal information changes depending on the activity we need it for.

We collect and process personal information for the below purposes including but not limited to:

- managing our customer and associated third party relationships;
- managing our supplier and service provider relationships;
- managing our obligations to report to government and regulatory parties as required by law;
- recruitment and selection procedures;
- managing of our relationship with our employees; and
- managing our other stakeholder relationships, including corporate management, shareholders, associated entities etc.

C. Personal Information Collected and Processed

'Personal information' is defined in POPIA as follows:

"personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—

- (a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- (b) information relating to the education or the medical, financial, criminal or employment history of the person;
- (c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- (d) the biometric information of the person;
- (e) the personal opinions, views or preferences of the person;
- (f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- (g) the views or opinions of another individual about the person; and
- (h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

The personal information we collect, and process may differ depending on our purpose for collecting and processing your personal information. After collection of your Personal Information, such information may only be processed in a way that that is necessary for and relevant to the Specific Purpose. Your Personal Information may only be collected with your consent or without your consent in other limited instances specified in POPIA. Unless you object thereto in the manner contemplated hereunder, we shall proceed on the basis that you consented to us collecting and processing your personal information for the aforementioned Specific Purpose and in the manner contemplated hereunder. The Personal Information which we may collect includes but is not limited to in the event of there being an irreconcilable conflict between the General and Special Personal Information listed hereunder and the provisions of POPIA, the provisions of POPIA shall prevail]:

General Personal Information:

Full name and identifying details (including identity or passport numbers)

Contact details, including but not limited to telephone numbers, email addresses, fax number, physical addresses, postal address etc.

Gender, marital status, dependant/s

Employment details including history, qualifications, and designations

Educational details, including student number, educational establishment, dates of study, subject studied, exam results, student training records, awards etc.

Grievance and disciplinary records

Video and voice recordings, photographs and CCTV footage

Income tax numbers, VAT numbers and tax compliance status

Company details from the application and take on forms, including director information

Information used to establish credit worthiness: Payment history, bank code, credit profile scores (of company and directors) and trade references

Details of membership of professional bodies

Bank account details

Provident fund information and benefits

Personal information of children and other dependants

Special Personal Information:

(We will collect and process special personal information only for specific purposes and only with your specific consent. We collect and process such to monitor equality and diversity)

Race or ethnic origin

Health

Criminal behaviour

Trade union membership

Biometric

D. Lawful Processing of Personal Information

We will only process your Personal Information in a way that is necessary for and relevant to the Specific Purpose and will only process your personal information, if such:

- Processing is necessary to carry out actions for the conclusion or performance of a contract to which you are a party e.g. fulfilment of a purchase order as either a customer or supplier, acting per a contractual relationship for supply of goods or services, recruitment, enterprise and supplier development, bursaries etc.;
- Processing complies with an obligation imposed by law on us e.g. providing information to regulators, professional bodies, supervisory authorities, statutory bodies, law enforcement;
- Processing protects your legitimate interest;
- Processing is necessary for pursuing our or a third parties to whom the information is supplied legitimate; and/or
- Processing was agreed to by You (or a competent person where you are a child) in the form of a consent.

E. Consequences of Your Refusal to Provide Personal Information

In the event in which you refuse to provide or allow us to collect your personal information, where our purpose for such collection is based on a contractual requirement, legal obligation and/or our legitimate interest, it could hinder our ability to perform our duties and responsibilities in both your and our best interest, which could be to your detriment.

F. Persons who will Access your Personal Information

In terms of POPIA, Personal Information may only be processed in the manner and in the events contemplated in D above. In the absence of an objection from you, we will proceed on the basis that you consented to our employees accessing your personal information to administer and manage our inclusive services and our various stakeholder relationships. Your personal information may in such an event further be shared with third parties, subject to the specified purpose for which we collect and process your information. These third parties are parties such as:

- Operators, who process personal information for us in terms of a contract or mandate, without coming under our direct authority e.g. service providers etc.;
- Oversight and other regulators, professional bodies and statutory bodies;
- Our Board and sub-Board Committee;
- Other Committee members;
- Internal and external auditors;
- Related parties of our legal entity including their employees; and
- Government agencies and law enforcement.

G. Transfers to Third Countries

Transfer of Personal Information Outside of the Republic of South Africa (“RSA”) in terms of the POPIA Act: Your Personal Information may only be transferred to a third party in a foreign country for processing with your consent or in other limited instances specified in POPIA. In the absence of any objection from you, we may transfer your personal information to recipients who may carry out services on our behalf (including our related party entities) located in countries outside of RSA. In such an event, we will only transfer information to such third parties if the relevant third party is subject to a law, binding corporate rule or binding agreement which provides an adequate level of protection that effectively upholds principles for reasonable processing of information that are substantially similar to the conditions for the lawful processing of personal information contemplated in POPIA.

H. Quality, Protection and Retention of your Personal Information

We will take reasonably practical steps to maintain the quality of Personal Information for the period that it is retained. This means that the Personal Information must be accurate and, where necessary, kept up to date.

We will take the necessary steps to secure the integrity and confidentiality of personal information in its possession and under its control by taking appropriate, reasonable technical and organisation measures to prevent loss of, damage to or unauthorised destruction of your personal information and unlawful access to or processing of personal information, regardless of the format in which it is held.

We will retain your personal information for a period as required to achieve the purpose of which the personal information was collected initially or subsequently processed, unless retention is required or authorised by applicable law, or we reasonably require the records for lawful purposes related to our functions or activities, or is required by a contract or you (or a competent person where you are a child) have consented to the retention of the record.

We may retain your personal information for periods longer than these periods for historical, statistical or research purposes based on us maintaining appropriate safeguards against the records being used for any other purposes. In the event in which we used your personal information record to make a decision about you, we shall retain the record for such a period that may be required or prescribed by law or code of conduct or if there is no law or code of conduct, retain the record for a period sufficient to afford you a reasonable opportunity, taking all considerations relating to the use of the personal information into account, to request access to the record.

I. Marketing Activities

Currently we do not engage in Direct Marketing. Should this be a future initiative, we will only send such communications after receiving your consent.

If you do not wish to receive further marketing and research communications from us you can contact us via (emrava@yakublue.co.za) to withdraw your consent. Note that all withdrawal of your consent will not affect the

lawfulness of processing based on the consent prior to its withdrawal. Upon withdrawal of your consent, we will no longer be able to inform you of our products, services, publishing topics etc.

J. Use of your Personal Information to make Automated Decision Making

We do not make use of automatic decision making that would affect you to a significant degree or have legal consequences for you. We make use of real-time cyber security systems to safeguard your rights and freedoms. It is necessary for us to make use of automated decisions to perform these detection processes, which would require us to make use of your personal information. This assists in the detection of fraudulent activities suspected where there is unusual activity on your profile.

K. Receipt of Your Information from a Third Party

Your personal information may only be collected from third parties with your consent or in other limited instances specified in POPIA. Unless you object to us collecting personal information from third parties in certain instances, we will proceed on the basis that you are in agreement with us doing so and in such an event the personal information so collected will only be for the Specific Purpose.

L. Laws Authorising or Requiring the Collection of Personal Information

Under certain circumstances we are authorised or required by laws to collect your personal information. These laws include but are not limited to the below and includes their applicable Regulations and Directives etc.:

Companies Act, 71 of 2008	Income Tax Act, 58 of 1962
Basic Conditions of Employment Act, 75 of 1997	Occupational Health and Safety Act, 85 of 1993
Broad-based Black Economic Empowerment Act, 53 of 2013	Employment Equity Act, 55 of 1999
Compensation of Occupational Injuries and Diseases Act, 130 of 1993	Skills Development Act, 97 of 1998
Disaster Management Act, 57 of 2002	Tax Administration Act, 28 of 2011
Value Added Tax Act, 89 of 1991	

M. Your Rights

POPIA guarantees you, as a data subject, certain rights which you may exercise against us where applicable. For more information on these rights refer to our Records Retention & Protection Policy and Data Protection Policy available on our website. You have the right to:

- access your personal information;
- have your personal information processed in accordance with the conditions of lawful processing;
- be notified that your personal information is being collected;

- be notified that your personal information has been accessed or acquired by an unauthorised person;
- request confirmation of whether we hold personal information about you;
- request the record or a description of the personal information we hold about you, including information about the identity of all the third parties or categories of third parties who have or have had access to your information;
- request us to correct or delete your personal information in our possession or under our control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully, or destroy or delete a record of your personal information the we are no longer authorised to retain;
- object to the processing of your personal information, subject to the relevant lawful purpose of processing, on reasonable grounds relating to your particular situation;
- object to the processing of personal information for the purposes of direct marketing;
- request that the processing of your personal information is restricted under certain circumstances, subject to applicable law; and
- request that personal information held by us be transferred to another Responsible Party, subject to applicable law.

Should you wish to exercise any of the above rights you may contact the Information Officer.

For any other requests regarding access to information records, whether created by us or under our control, which is not necessarily personal information related, refer to our PAIA Manual which can be found on our website.

N. Information Officer

Director : Ellie Rava (emrava@yakublue.co.za)

O. Information Regulator and Other Personal Information Supervisory Authorities:

Should you believe that the processing of your personal information is in contravention with applicable data protection laws, you can lodge a complaint with:

The Information Regulator (South Africa)

Follow link for contact details: <https://www.justice.gov.za/inforeg/contact.html>

P. Changes to Data Protection Notice

We will review this Personal Information Protection Notice and may amend or supplement this Notice from time to time, in accordance with regulatory changes, business strategies and new technology introduced into our operations.

We will publish an updated version of this Notice, as and when amendments or supplements have been made on our website.

Should we have previously issued a Personal Information Protection Notice to you in relation to the collection of your personal information including similar categories of personal information or for a similar purpose of collection,

we would not have to issue a new Personal Information Protection Notice and will be compliant with Section 5 (a) (i) and 18 of POPIA.

Q. Enquiries, Requests and/or Concerns

You may address all your enquiries, requests and/or concerns regarding this Notice or relating to the processing of personal information to our Information Officer.

