

PRIVACY NOTICE

Who are we?

SIOC-CDT (“**SIOC Community Development Trust**” or “**we**”) are a Responsible Party in terms of the Protection of Personal Information Act, 4 Of 2013 (POPIA) with respect to your Personal Information. We process all such Personal Information in order to enable us to do business and to implement our business mandates. In this notice, “**you**” means you, as an individual with whom we are dealing, whose Personal Information we may need to collect and process for any of the purposes described below.

What Personal Information is collected?

Please note that in accordance with Section 18 of POPIA you are hereby expressly informed of the fact that when you are a beneficiary / stakeholder of services and Community Development Projects (“**SIOC - CDT Dealing**”) you may need to provide SIOC - CDT with the following Personal Information, including but not limited to:

- Full names;
- Identity numbers;
- Registration numbers;
- Financial information, including banking account information;
- Statutory information;
- Physical and postal address particulars;
- Telephone/Cell phone numbers;
- Email addresses;
- Biometrics;
- Unique Identifiers.

What do we do with your Personal Information and why do we collect it?

We take the privacy of any data very seriously and we only collect and process Personal Information for specific purposes which are connected to our legitimate business

purposes, which we generally needed in order to comply with our obligations towards you and also to comply with obligations which are imposed upon us in terms of the applicable laws regulating us. The Personal Information you provide to SIOC-CDT pursuant to your SIOC-CDT Dealing is typically processed for the following purpose(s), which purposes are connected to our legitimate business purposes:

- To provide or manage any information provided to you as a beneficiary/ stakeholder.
- To evaluate whether or not to offer, extend or modify any offering or services requested by, or provided to, you.
- Using, processing, sharing/transferring or engaging in analytics of your Personal Information for (i) routine purposes; or (ii) the purposes of programme or project development.
- To establish your needs, requirements and preferences in relation to the services provided by SIOC - CDT.
- To identify your risk profile and make an election as to whether we wish to enter into a contractual relationship with you and if so, on what terms.
- To allocate unique identifiers to you for the purpose of processing your Personal Information, securely storing, retaining, and recalling your Personal Information from time to time, regardless of whether you conclude an agreement with SIOC – CDT or not.
- For general administration purposes pertaining to your request/s and to reply to you when you contact us for support.
- To analyse your Personal Information collected for research and statistical purposes for reporting or measurement purposes.
- To transfer your Personal Information across the borders of South Africa to other jurisdictions should it be required in the legitimate pursuit of SIOC - CDT's Trust requirements.
- To identify Community Development Projects which might be of interest to you, as well as to inform you of such Community Development Projects.
- To investigate and attempt to resolve any queries, complaints or requests.

- To verify that the personal information provided is true and accurate.
- To, unless you expressly “opt out”, process your Personal Information as defined above for the purposes of informing you of SIOC-CDT projects.
- To, for the purposes of enhancing the scope of products and services we can offer to you or the method of delivery, share or transfer all or any part of your Personal Information to a third party who is a potential business partner or actual provider/supplier of outsourced services to us.
- To, at any time procure or share information relating to your risk profile from or with any industry association or industry body, which includes information pertaining to your economic status and sharing information for purposes of risk analysis, tracing and related purposes.
- For communication purposes through newsletters etc.
- For purposes of inviting you to our stakeholder engagements or meetings.

This notice applies to all data (including all Personal Information) past, present or future submitted by you to SIOC-CDT or which we otherwise obtain pursuant to undertaking our normal business activities. In supplementation of the above purposes, we are legally required to collect and process certain personal information for very specific purposes, such as:

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| <ul style="list-style-type: none">• Provide Community Development Projects. |
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Who do we share your Personal Information with?

For us to maintain the high standards of Community Development Projects you have come to appreciate, we are required to share your personal information with some of our suppliers, service providers, business partners and stakeholders. We use service providers and suppliers who we trust, who we have agreements with and they have agreed to keep your personal information secure and confidential, and to only use it for the purposes which we have agreed to. If you are interested in who these service providers are, you can view our website, but a few of the key service providers are:

- Northern Cape Department of Health;
- Limpopo Department of Health;
- Northern Cape Department of Education;
- Limpopo Department of Education;
- Thabazimbi Municipality Limpopo
- Gamagara Local Municipality, Northern Cape;
- Tsantsabane Local Municipality, Northern Cape
- Ga-Segonyana Local Municipality, Northern Cape;
- Joe Morolong Local Municipality, Northern Cape;
- Universities and Colleges in South Africa;
- SIOC-CDT Controlled entities;
- Lanlogix;
- Northern Cape Department of Social Development;
- Limpopo Department of Social Development;
- District Municipalities in our beneficiary communities;
- Collaborating partners such as Love Life etc.

These aren't all our service providers, suppliers and stakeholders, and if you want to find out more, we will be happy to share these details with you. We may also from time to time provide you with links to their individual privacy notices and policy documents.

So that you are fully made aware, please note that we do use service providers in order to:

- Enable any of our partners to implement Community Development Projects that you are entitled to or qualify for;
- Comply with compulsory requirements under relevant laws;
- Administer and manage systems, websites and mobile applications;
- Prevent fraud;
- Assist in law enforcement;
- Contract with you;
- Manage our relationship with you;
- Ensure that our records are kept accurate and up to date where you or other data subjects enter our offices.

Where do we store your Personal Information?

All your personal information is stored securely by SIOC-CDT through [Microsoft One Drive located in the Cloud]. In storing your Personal Information, we may transmit or transfer Personal Information outside South Africa to a foreign country, in which case, personal information may be stored on servers located outside of South Africa in foreign countries that have different data protection laws in place. We are comfortable that these foreign countries protect Personal Information to an extent that compares to the way in which we do, which is acceptable to us. If you are interested in who these suppliers are, you are welcome to ask us at any time, we will happily disclose this information to you upon request if not published on our website.

What are your Rights?

It is important that you know what your rights are with regards to our processing of your personal information. Although we take steps to safeguard your personal information, process it lawfully and only share it with suppliers and service providers we trust, you have the following rights:

- You can ask us at any time what personal information of yours we hold.
- You can ask us what personal information of yours is, or was, shared with any of our suppliers, service providers, or any third party for that matter – **we will happily oblige!**
- You can ask us to update your personal information or even delete any information which is no longer accurate – **we want to make sure your information is accurate and complete, but we need your help!**
- You can object to our processing of your personal information – **we don't want to process your information if you don't want us to, but just bear in mind it may influence our ability to fulfil our obligations towards you!**
- You are more than welcome to lodge a complaint with the information regulator if you feel that we are not complying with POPIA – **please do try and speak to us first, but this is a remedy available to you and we want you to know about it!**

The contact details of the Information Regulator are:

The Information Regulator (South Africa)
JD House 27 Stiemens Street Braamfontein Johannesburg, 2001
PO Box 31533
Braamfontein, Johannesburg, 2107
E-mail: inforeg@justice.gov.za

With that said, we have (and will continue to) implement reasonable security measures and protocols to protect the personal information we hold. These measures are to protect any personal information we hold from being disclosed without authorisation, from loss,

damage, destruction or unauthorised access. As you will appreciate nothing is 100% secure in this day and age and therefore, we ask that if you suspect that either you, or we, have had an information security breach, please notify us immediately so that we can take action. You can do so by contacting our Information Officer whose information is set out below. If you need to speak with our Information Officer, feel free to contact him/her. Our Information Officer is **Mandlenkosi Ndungwane** and any queries or even questions you may have regarding this privacy notice and SIOC-CDT's POPIA compliance efforts can be directed to him/her at **mandlenkosi@sioc-cdt.co.za**.