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## 1. ABBREVIATIONS, DEFINITIONS AND TERMINOLOGIES

<b>POPI</b>	Protection of Personal Information Act  Promotion to Access of Information Act, 2 of 2000
<b>Data Subject</b>	A person to whom personal information relates
<b>Direct Marketing</b>	Sending a data subject an electronic communication about goods and services that you are promoting or offering to supply in the ordinary course of business, or requesting a donation of any kind for any reason.
<b>Processing</b>	Any operation or activity concerning personal information
<b>Record</b>	Any recorded information, regardless of when it came into existence
<b>Responsible Party</b>	A public or private body or any other person which determines the purpose of and means for processing personal information

## 2. GENERAL DUTIES AND UNDERTAKINGS BY THE COMPANY

This document contains details regarding personal information and special personal information. Although very detailed, the Company requires you to familiarise yourself with the contents.

The Company deems the privacy of its trainees, employees, stakeholders and third parties as serious and important protectable rights. It will use all reasonable effort, security and organisational measures to process your personal information (data) in a lawful and reasonable manner.

The Company further acknowledges that it has a legal duty to process only data for which there is a clear and defined purpose, which relates to the business activities of the Company. The Company has employed and implemented all reasonable organisational and technical measures to protect, prevent destruction, loss or damage or unauthorised access to your data. The Company will maintain and update these measures as needed from time to time.

Your data (or that of your family or child/children) may be collected and processed for the following reasons:

1. Recruitment and appointment as a job applicant, internal transfers or secondment;
2. Integrity assessments post recruitment or during employment, which may include criminal checks and credit checks;
3. Training, development, apprenticeships and talent management purposes;
4. Any process allowed in law such as disciplinary, poor performance, sick leave or retrenchment purposes;
5. The investigation of misconduct internally or externally;
6. Processing of personal information for internal or employment purposes which may include medical aid, provident fund, union membership, or any employee related benefit;
7. Processing of data as is required or regulated by the Companies' policies as amended from time to time;
8. To comply with statutory and regulatory requirements applicable to the company such as health and safety legislation;
9. To comply with statutory and regulatory obligations relating to the storing and retention of data;

10. To provide access and information to requesters in terms of the Promotion to Access of Information Act, 2 of 2000;
11. To comply with any legal duty imposed on the Company by regulatory bodies, which may include but not be limited to taxation laws, health and safety, training, skills development, labour laws and criminal law;
12. Prevention of fraud, corruption and criminal behaviour or anti-terrorist behaviour.
13. Trans-border flow of information to subsidiaries for employment purposes.

You further acknowledge that you have been informed of your rights as contained in Section 5 of the Protection of Personal Information Act, which includes the following rights:

1. To be notified that your data is being collected by the Company from a third party;
2. To be notified of any unauthorised access to your data;
3. To request to have access to, to correct, destroy or delete your data;
4. To withdraw consent or object to processing of your data; and to submit a complaint to the Regulator, after following the internal Company procedures.

### 3. SCOPE

You acknowledge that reasons for collecting and processing data referred to does not constitute closed categories. All data requests shall be determined in terms of the Protection of Personal Information Act, as may be amended from time to time.

### 4. RETENTION RESTRICTION AND DESTRUCTION OF YOUR DATA

The Company will not retain your data for longer than the purpose for which it was collected, unless for a specific and lawful purpose. In such instance the Company will apply appropriate safeguards to protect your data.

The Company may retain or restrict your data for longer in the following instances:

1. *The retention is required by law;*
2. *The retention of your data is lawful in relation to the functions of the Company;*
3. *Historical, statistical and research purposes.*

Under specific circumstances allowed in law, the Company shall restrict processing of your information. Such circumstances may include:

1. *A dispute re the accuracy of the data;*
2. *The data needs to be retained for the purpose of proof;*
3. *You specifically request the restriction instead of destruction of the data when the purpose for retention has expired;*
4. *You specifically request the transfer of data to another automated system.*

In the event of there being no further purpose to retain or store your data or if you have objected on reasonable grounds to the processing of your data by the Company, then the data shall be de-identified or deleted or destroyed from the records of the Company.



Any request for information or an explanation of this agreement or the privacy policies of the company can be obtained from your appointed Information Officer. Any request for deletion, access to or restriction of data or any complaint can be directed to the Information officer or Deputy Information officer.

## 5. CONSENT FORM

You acknowledge that the data supplied by you to the Company is correct, accurate, up to date and not misleading. You agree that you did not deliberately withhold any data from the Company which may have an effect on the employment / prospective employment relationship with the Company.

You hereby indemnify the Company from any liability to you or third parties relating to any incorrect or misleading information you supply with relation to your data.

You hereby consent to the Company processing your data or further process your data (or that of your child or children where applicable) for its legitimate purposes as set out in the information documentation supplied to you. The reasons for processing or further processing may be amplified from time to time.

By submitting this data to the Company, in any form or means, you agree that you do so voluntarily, and that the supply of data constitutes an unconditional, direct and specific consent. In doing so, you have noted and understand the obligations as explained above, and you have used your right to question or obtain more information or clarity of your rights and the purpose of the collection and processing of your data.

You furthermore acknowledge that the consent, in the absence of any questions or written objections by you, be indefinite until such time as the Company decides to permanently destroy your data or for such period as the Company is obliged in law to process or store your data.

You acknowledge and consent that the data shall be collected from you directly unless the data is contained in a public record, it is only possible or necessary to collect it from other sources or where it would not prejudice you to do so.

As part of the legitimate interests and business of the Company, it may decide to provide your data to third parties and operators, within the purpose of conducting its business. You hereby consent to your data being supplied to those legitimate partners, consultants, contractors and operators who are contractually bound to the Company.

You hereby also consent to the Company retaining or storing your data after termination of your employment with the Company, for purposes as allowed in law, for record purposes or for historical, research and statistical purposes.

Unless you have specifically consented; the Company shall not:

1. *Exchange, transfer or transfer trans-border data belonging to you. The Company shall not subject you to unsolicited direct electronic marketing or give your information to such marketers without your consent*

## 6. DISPUTES

The Company undertakes to inform you within a reasonable period of time in the event of any destruction or security breach of your data.



Should you feel that the Company has processed your information against your will or wrongfully, then you agree to first follow the internal dispute and grievance procedures of the Company to resolve the dispute. Should you not be satisfied of the outcome of the grievance or dispute, then you may refer a dispute to the office of the Regulator.

## **7. SPECIAL PRIVATE INFORMATION**

### **Consent to Process Special Private Information and Trans Border Flow of Information**

Part and parcel of the operations of the Company and as an employer, the Company must process data which is special private information. This includes information which may relate to your medical condition, race, trade union membership, children, biometric information, criminal information or records, credit records or for the purpose of integrity assessments post recruitment.

The Company has to process this data by law and in order to comply with its contractual duties to you and providing you the benefits as agreed to.

The Company may also from time to time process your data outside the borders of the Republic of South Africa.

In order to comply with these legal and contractual duties, you hereby give specific, informed and voluntary consent to the processing this special type of data. You hereby also give voluntary, specific and informed consent to the Company accessing and processing your special personal information which shall include your criminal record and credit record for employment purposes.

The following are special private information of you the Company is processing:

1. Information about your children for medical and benefit purposes;
2. Medical information and health;
3. Race or ethnic origin;
4. Biometric information
5. Criminal or credit information

You hereby consent to the following:

1. The access and processing of your special private information for recruitment, training, and employment purposes;
2. The access and processing of your children's data and special private information for the purpose of providing you with employment benefits as set out in the companies' policies and procedures and your employment contract with the company;
3. To supply the data to service providers for the purpose of benefits, such as medical aid, provident fund, group life insurance and all aspects relating to company vehicles;
4. Access control and security of the Company, its assets and employees.
5. To supply data to services providers in regards to employee wellness programmes and any other company elected providers arranging any events or projects per the companies' instruction, from time to time.

## 8. RELATED POLICIES AND PROCEDURES

1. Terra POPI Policy

## 9. APPLICABLE LEGISLATION

1. Promotion to Access of Information Act, 2 of 2000;

***You hereby confirm that you have read the POPI Annexure and information sheet and understand the content thereof. You furthermore agree that you are bound to the conditions as set out herein:***

<b><i>Signed by the Employee:</i></b>	
<i>Signature of Employee:</i>	
<i>Name of Employee:</i>	
<i>Date:</i>	
<i>Signed at:</i>	
<b><i>Witness:</i></b>	
<i>Signature of Witness:</i>	
<i>Name of Witness:</i>	
<i>Date:</i>	
<i>Signed at:</i>	
<b><i>Signed in acknowledgement of the consent on behalf of Employer:</i></b>	
<i>Signature:</i>	
<i>Name:</i>	
<i>Date:</i>	
<i>Designation:</i>	