

**SECURITY PROCESSING NOTICE
IN TERMS OF SECTION 18 THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013
(POPIA)**

IMPORTANT NOTES

**YOU WILL BE REQUIRED TO HAND OVER ANY FIREARMS IN YOUR POSSESSION TO OUR
AUTHORISED EMPLOYEE FOR SAFE KEEPING IN A SECURE STORAGE SAFE**

**NO CONSUMPTION OF ALCOHOL OR DRUGS IS PERMITTED ON THESE PREMISES AND ACCESS
WILL BE DENIED TO ANYONE UNDER THE INFLUENCE OF SUCH SUBSTANCES**

**WE RESERVE THE RIGHT TO SEARCH YOU AND YOUR VEHICLE WHEN ENTERING AND LEAVING
OUR PREMISES**

**WE RESERVE THE RIGHT TO ARRANGE FOR TESTING FOR PROHIBITED SUBSTANCES BEFORE
GRANTING YOU ACCESS TO THESE PREMISES**

ALL OUR PREMISES ARE UNDER CONSTANT CCTV SURVEILLANCE.

PLEASE TAKE NOTE OF OUR ACCESS DISCLAIMER NOTICE DISPLAYED ON ENTRY.

1. PURPOSE OF THIS STATEMENT

1.1 In order to allow you access to our premises, the Company (Steinmüller Africa (Pty) Ltd, Bilfinger Intervolve Africa (Pty) Ltd and Bilfinger Power Africa (Pty) Ltd), in our capacity as a responsible party, will process your personal information in compliance with POPIA.

1.2 For the purpose of this privacy notice, please take note of the following words and phrases which will be used throughout this privacy notice:

- **consent:** the voluntary, specific and informed consent which you give to us to process your personal information. Such consent may be expressly provided or implied by way of your action.
- **data subject:** an individual or legal entity to whom personal information relates and who can be identified from such personal information.
- **operator:** any person who processes personal information on our behalf in the capacity of client or contractor, such as service providers, auditors, legal practitioners, insurers, hosting service providers, occupational health providers, organs of state, government, provincial and municipal bodies.
- **personal information:** includes, but is not limited to, the following information relating to a data subject -
 - 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; birth; education; medical, criminal or employment history;
 - any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, vehicle registration, images (either by way of CCTV cameras or other electronic means) or other particular assignment to the data subject;
 - biometric information;
 - personal opinions, views or preferences;
 - correspondence sent by the data subject that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

- the views or opinions of another individual about the data subject; and
- the name of the data subject if it appears with other personal information relating to the data subject or if the disclosure of the name itself would reveal information about the data subject.

special personal information: information relating to race or ethnic origin, political persuasion, religious or philosophical beliefs, trade union membership, physical or mental health, sex life, sexual orientation, biometric or genetic data, and information relating to criminal behaviour, including offences and convictions.

- **processing / process:** any activity or set of activities performed on personal information, whether or not by automated means. POPIA contains a wide definition and processing therefore includes all types of usage of personal information, including the initial processing when we first collect your personal information and any further and ongoing processing.
- **purpose:** the reason why we will process your personal information.
- **responsible party:** the Company, as defined above.

1.3 In accordance with the requirements of POPIA, we set out below how we collect, use, share and otherwise process your personal information and the reasons therefor.

2. APPLICATION

This privacy notice applies to all persons who enter our premises or any part thereof.

3. WHAT INFORMATION WE NEED

In order to gain access to the our premises, we are required to process the following personal information, which pertains to you and / or anyone accompanying you:

- **Personal details, contact information (belonging to you or your organisation) and specific identifiers** such as name, alias, address, identity number, passport number, security number, phone number, cell phone number, vehicle make and registration number, email address and similar contact data, serial numbers of equipment, details regards the possession of dangerous weapons, your status with an organisation, images, disabilities, results of substance testing and related details, health records, certain biometrics such as finger prints and similar data.

4. PURPOSE FOR PROCESSING YOUR PERSONAL INFORMATION

Your personal information will be processed by us for the following purposes:

- to facilitate access into and out of our premises;
- for the purposes of registering all persons who enter and leave our premises;
- to monitor movements on or in the premises;
- to ensure a safe working and operating environment;
- to comply with laws, including Security, Health and Safety related laws;
- to comply with legal and contractual obligations and legal rights and interests, including the protection of the life and physical integrity of the data subject or other persons, and to pursue our legitimate interests;
- to manage security services, investigate security and safety incidents and perform emergency evacuations; and
- other security measures in general.

5. SHARING AND RETAINING YOUR PERSONAL INFORMATION

5.1 Your personal information may have to be shared with employees and / or third parties for the purposes detailed above.

5.2 Your personal information will be retained in accordance with accepted documentation retention periods. In this regard we retain personal information in accordance with our document management and control policies, which establishes appropriate retention periods based on the requirement to (a) fulfil the purpose for which it has been collected; (b) meet the timelines determined or recommended by regulators, professional bodies, or associations, (c) comply with applicable laws and other legal and contractual obligations; and (d) comply with your requests.

6. ACCEPTANCE

6.1 By providing us with the personal information which we require from you as listed under this privacy notice:

- You acknowledge that you understand why your personal information needs to be processed;
- You acknowledge that we have a legitimate interest to process this personal information provided;
- You accept the terms which will apply to such processing as reflected in this privacy notice;
- Where consent is required for any processing as reflected in this privacy notice or POPIA (including in respect of the personal information belonging to children under the age of 18), you hereby give your consent to the processing of this particular personal information and acknowledge that we have a legitimate interest and lawful basis for processing the information; and
- You acknowledge the accuracy of the personal information provided and undertake to advise of any changes thereto.

6.2 Furthermore you confirm that where you provide us with another person's personal information for processing that you have obtained the required permission from such person (s) to provide us with their personal information for processing.'

PLEASE NOTE THAT IF THE ABOVE IS NOT ACCEPTABLE, WE WILL NOT BE ABLE TO GIVE YOU ACCESS TO OUR PREMISES