

# HUMAN CAPITAL MANAGEMENT PROMOTION OF ACCESS TO INFORMATION ACT MANUAL & PROTECTION OF PERSONAL INFORMATION ACT POLICY AND PROCEDURE

Approved By Chief Executive Officer \_\_\_\_\_

Date \_\_\_\_\_

<b>DEPARTMENT AFFECTED:</b>	Each Department Within The Becker Group Of Companies
<b>STAKEHOLDERS AFFECTED:</b>	Chief Executive Officer, Chief Financial Officer, Human Resources, Information Officer, Deputy Information Officers, Management & Staff Members
<b>AMENDMENTS:</b>	Implementation of PAIA Manual and Updated Legislation
<b>EFFECTIVE DATE:</b>	1 <sup>st</sup> July 2021

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*Appendix 1- Form C - Request for access to record of private body (Section 53 (1) of PAIA) [Regulation 10]  
- Fees in respect of private bodies.*

*Appendix 2- Form 1 - Objection to the processing of personal information in terms of section 11(3) of POPIA Regulations relating to the protection of personal information, 2018 [Regulation 2]*

*Appendix 3- Form 2 - Request for correction or deletion of personal information or destroying or deletion of record of personal information in terms of section 24(1) of POPIA's Regulations relating to the protection of personal information, 2018 [Regulation 3]*

## 1. DEFINITIONS

### **Purpose**

The reason for which something is created or for which something exists

### **Scope**

The subject matter that something deals with or to which it is relevant

### **Policy and Procedure**

A set of rules and guidelines formulated by an Organisation to reach its long-term goals

### **Biometrics**

Means a technique of personal identification that is based on physical, physiological or behavioural characterisation including blood typing, fingerprinting, DNA analysis, retinal scanning and voice recognition.

### **Data Subject**

Means the person to whom personal information relates.

### **De-identify**

In relation to personal information of a data subject, means to delete any information that:

- Identifies the data subject
- Can be used or manipulated by a reasonably foreseeable method to identify the data subject
- Can be linked by a reasonably foreseeable method to other information that identifies the data subject.

### **Operator**

Means a person who processes personal information for a Responsible Person in terms of a contract or mandate, without coming under the direct authority of that person.

### **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:

- 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;

- Information relating to the education or the medical, financial, criminal or employment history of the person;
- Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- The biometric information of the person;
- The personal opinions, views or preferences of the person;
- 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;
- The views or opinions of another individual about the person; and
- 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.

### **Processing**

Means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including:

- The collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- Dissemination by means of transmission, distribution or making available in any other form; or
- Merging, linking, as well as restriction, degradation, erasure or destruction of information.

### **Record**

Means any recorded information:

- Regardless of form or medium, including any of the following:
  - a) Writing on any material;
  - b) Information produced, recorded or stored by means of any tape-recorder, computer equipment, whether hardware or software or both, or other device, and any material subsequently derived from information so produced, recorded or stored;
  - c) Label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means;
  - d) Book, map, plan, graph or drawing;

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e) Photograph, film, negative, tape or other device in which one or more visual images are embodied so as to be capable, with or without the aid of some other equipment, of being reproduced;

- In the possession or under the control of a Responsible Person;
- Whether or not it was created by a Responsible Person; and
- Regardless of when it came into existence.

### **Responsible Person**

Means a person or persons, elected whom determines the purpose of and means for processing personal information

## **2. PURPOSE**

The Becker Group of Companies is committed to ensuring legislative compliance, as well as the protection of personal information.

The company is required to collect personal information from its employees in accordance with legislative requirements, therefore maintaining an accurate and reliable database. This is to ensure that the employment relationship is adequately managed and maintained from the recruitment process through to termination of the employment agreement, whilst keeping all personal information confidential, and to solely utilise such information for the purpose it is intended for, as per the Promotion of Access to Information Act 2 of 2000 and Protection of Personal Information Act, 4 of 2013.

## **3. MAIN SUBSIDIARIES AND ASSOCIATE COMPANIES**

The Becker Group of Companies have the following subsidiaries and associate entities.

- Becker Mining South Africa (Pty) Ltd
- Bellambie Mining & Industrial (Pty) Ltd
- EMIS Sales 2002 (Pty) Ltd
- Becker Electronics (Pty) Ltd

If you have a PAIA request you would like to submit to one of them, you should follow the procedures set out in this Manual, as it will also apply to them.

#### **4. PAIA INTRODUCTION**

The Promotion of Access to Information Act, 2000 ("PAIA") came into operation on 9 March 2001.

PAIA seeks, among various aspects, to give effect to the constitutional right of access to any information held by the State or by any other person where such information is required for the exercise or protection of any right and gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights.

PAIA sets out the requisite procedural issues attached to information requests, including the obligation to compile a PAIA Manual.

Where a person is desirous of obtaining information from a private body, in terms of PAIA such request must be made in the format as prescribed and described under the private body's PAIA Manual, and following receipt of the request, such private body must disclose the information if the requester is able to show that the record is required for the exercise or protection of any rights and provided that no grounds of refusal contained in PAIA are applicable.

#### **5. PAIA MANUAL**

This Manual constitutes the Becker Group of Companies' PAIA manual.

This Manual is compiled in accordance with section 51 of PAIA as amended by the Protection of Personal Information Act, 2013 ("POPIA"), which gives effect to everyone's Constitutional right to privacy and largely commenced on 1 July 2020. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions, in order to establish minimum requirements for the processing of personal information.

POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.

This PAIA manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of POPIA.

The Company has compiled this manual to inform you of, and guide you through, the procedural and other requirements with which a PAIA request must comply.

## 6. PAIA GUIDE

In order to assist those who are not familiar with PAIA or POPIA, a Guide that contains information to assist you in understanding how to exercise your rights under PAIA (“the Guide”) is available in all the South African official languages.

If you have any queries, or need a copy of the Guide, please contact the Information Regulator directly at:

- **The Information Regulator (South Africa)**  
JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001  
P.O Box 31533, Braamfontein, Johannesburg, 2017  
Complaints email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)  
General enquiries email: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za).

## 7. SCOPE

This Manual, Policy and Procedure applies to and should be considered by the Information Officer, Deputy Information Officer and all staff members, regardless of position or seniority.

## 8. LEGAL COMPLIANCE

- Lawfulness of processing, POPIA No. 4 of 2013  
Personal information must be processed—  
lawfully; and in a reasonable manner that does not infringe the privacy of the data subject.
- Minimality, POPIA Act No. 4 of 2013  
Personal information may only be processed if, given the purpose for which it is processed, it is adequate, relevant and not excessive.
- Section 51 of PAIA, 2000  
Obliges private bodies to compile a manual to enable a person to obtain access to information held by such body and stipulates the minimum requirements that the manual has to comply with.

## 9. ABOUT THE COMPANY

Becker Mining Systems is the only worldwide supplier of complete energy, automation, communication, transportation and infrastructure technology for the mining industry and is committed to supplying best in class manufactured products to valued customers through “know-how, performance and reliability.”



The history of our holding Company traces back to 1964, while one of our subsidiaries, Bellambie Mining & Industrial (Pty) Ltd, has been in business for over 100 years. The Headquarter is based in Friedrichsthal – Germany, and operates group companies in all key mining countries of the world namely Germany, France, Poland, Russia, China, Australia, USA, Canada, Chile and South Africa. For more information on the Becker Group of Companies, please visit [www.becker-mining.com](http://www.becker-mining.com)

#### **10. POLICY AND PROCEDURE RESPONSIBILITY**

It is the responsibility of all Becker Group Employees, as well as the Information Officer and Deputy Information Officers, to ensure compliance with this Policy and Procedure so that all aspects of this manual / policy are executed accordingly.

#### **11. INFORMATION AUTOMATICALLY AVAILABLE WITHOUT A PAIA REQUEST**

The information available on the common server, may be directly accessed by you without having to go through the formal PAIA request process.

#### **12. RECORDS KEPT IN TERMS OF OTHER LEGISLATION**

- Income Tax Act 58 of 1962
- The Unemployment Insurance Act 30 of 1966
- Income Tax Act 95 of 1967
- The Attorneys Act 53 of 1979
- The Legal Practice Act 28 of 2014
- Value Added Tax Act 89 of 1991
- Occupational Health and Safety Act 85 OF 1993
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 75 of 1997
- The Employment Equity Act 55 of 1998
- The Skills and Development At 97 of 1998
- Promotion of Access of Information Act 2 of 2000
- Electronic Communications and Transactions Act 25 of 2002
- The Protection of Personal Information Act 4 of 2013
- The Cape Law Society Rules
- The Rules of the Northern Province Law Society

The above is not exhaustive.

### **13. A DESCRIPTION OF SUBJECTS WE HOLD RECORDS ON AND CATEGORIES OF RECORDS**

Described below are the records which we hold, divided into categories for ease of reference:

#### **Companies Act Records**

- Documents of Incorporation;
- Memorandum of Incorporation;
- Minutes of Board of Directors meetings and General Meetings;
- Written Resolutions;
- Records relating to the appointment of directors / auditors / company secretary / public officer and other officers;
- Share Register and other Statutory Registers; and
- Other Statutory Records.

#### **Financial Records**

- Annual Financial Statements;
- Tax Returns;
- Accounting Records;
- Banking Records;
- Bank Statements;
- Paid Cheques;
- Electronic Banking Records;
- Asset Register;
- Rental Agreements; and
- Invoices.

#### **Income Tax Records**

- PAYE Records;
- Documents issued to employees for income tax purposes;
- Records of payments made to SARS on behalf of employees;
- All other statutory compliances;
- VAT;
- Regional Services Levies;
- Skills Development Levies;
- UIF; and
- Workmen's Compensation.

### Personnel Documents and Records

- Employment contracts;
- Employment policies and procedures;
- Employment Equity Plan;
- Medical Aid records;
- Pension Fund records;
- Banking Details;
- Internal evaluations and disciplinary records;
- Salary records;
- Disciplinary codes;
- Leave records;
- Training records and manuals;
- Operating manuals;
- Job Descriptions;
- Organograms;
- Personal records provided by personnel;
- Other statutory records; and
- Related correspondence.

### 14. PERSONAL INFORMATION THAT IS PROCESSED; CATEGORY OF DATA SUBJECT; AND CATEGORY OF PERSONAL INFORMATION

The information provided under this section refers to broad categories of information and is not exhaustive.

- **Clients** - Natural persons: names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence.
- **Clients** – Juristic persons / entities: names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners.
- **Clients** – Foreign persons / entities: names; contact details; physical and postal, financial information addresses; date of birth; passport number tax related information; nationality; gender; confidential correspondence; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners

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- **Contracted Service Providers** - Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners
- **Intermediary / Advisor** - Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories, beneficiaries, ultimate beneficial owners
- **Employees / Directors / Potential Employees / Shareholders / Volunteers / Employees' family members / Temporary Staff / Learners / Stipends** - gender, pregnancy; marital status; race, age, language, education information; financial information; employment history; ID number; next of kin; children's name, gender, age, school, grades; physical and postal address; contact details; opinions, criminal behaviour and/or criminal records; well-being; trade union membership; external commercial interests; medical information.
- **Website End-Users / Application End-Users** - names, electronic identification data: IP address; log-in data, cookies, electronic localization data; cell phone details, GPS data.

## 15. CATEGORIES OF RECIPIENTS FOR PURPOSE OF PROCESSING PERSONAL INFORMATION

We may supply personal Information to these potential recipients:

- Management;
- Employees;
- Temporary Staff; Learners/Stipends,
- Sub-contracted Operators; and
- Other recipients in international organisation.

We may disclose personal information we collected to any of our overseas subsidiaries, associate entities or third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted in international jurisdictions.

We endeavour to enter into written agreements to ensure that other parties comply with our confidentiality and privacy requirements. Personal information may also be disclosed where we have a legal duty or a legal right to do so. **Actual or planned trans-border flows of personal information.**

We may disclose personal information we collected to our shareholders, any of our overseas subsidiaries, associate entities or third-party service providers, with whom we engage in business or whose services or products we elect to use, including cloud services hosted in international jurisdictions.

We endeavour to enter into written agreements to ensure that other parties comply with our confidentiality and privacy requirements. Personal information may also be disclosed where we have a legal duty or a legal right to do so.

### **15.1.1 General Description of Information Security Measures**

The Company practices appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information. These measures include:

- Firewalls;
- Virus protection software and update protocols;
- Logical and physical access control;
- Secure setup of hardware and software making up our information technology infrastructure; and
- Outsourced service providers who are contracted to implement security controls.

## **16. THE CONDITIONS FOR THE LAWFUL PROCESSING OF PERSONAL INFORMATION**

The Act has **eight (8) conditions** that require personal information of both individuals and juristic entities are sufficiently protected and also used in a manner that facilitates transparency around:

- What is done with the personal information
- Why and how it is processed
- Who the personal information is shared with
- What types of personal information is processed

### **16.1.1 Responsible Person(s)**

The CEO of the Company will appoint a Responsible Person(s), who will be accountable for the following, but not limited to:

That all the conditions set out in the Act, are complied with at all times;

Developing, publishing and maintaining a policy which addresses all relevant provisions of the Act, including, but not limited to, the following:

- Reviewing the Act and periodic updates as published
- Regulate the continuous processing of personal information

- Ensuring that Act induction training takes place for all staff
- Ensuring that periodic communication awareness on Act responsibilities takes place
- Approving unusual or controversial disclosures of personal data
- Ensuring that appropriate policies and controls are in place for ensuring the Information Quality of personal information
- Ensuring that appropriate Security Safeguards in line with the Act for personal information are in place
- Handling all aspects of relationship with the Regulator as foreseen in the Act

### 16.1.2 Processing Limitations

All personal information must be processed lawfully and in accordance with the Act, and in a reasonable manner that does not infringe the privacy of the data subject.

Personal information may only be processed if, given the purpose for which it is processed, it is adequate, relevant and not excessive.

Personal information may only be processed if;

- The data subject consents to the processing. The Responsible Person / Operator undertakes to gain written consent where appropriate, alternatively a recording must be kept of verbal consent.
- Processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party.
- Processing complies with an obligation imposed by law on the Responsible Person.
- Processing protects a legitimate interest of the data subject
- Processing is necessary for pursuing the legitimate interests of the Responsible Person or of a third party to whom the information is supplied.
- Personal information must always be collected directly from the data subject unless;
- The personal information derived from a public record or the data subject deliberately made the personal information public
- The data subject gave their consent to collect personal information from another source.

### 16.1.3 Purpose Specification

Collecting personal information must always be for a specific, explicitly defined and lawful purpose related to a function or activity of the Responsible Person.

The data subject must always be informed of the purpose of the collection of the personal information.

No Employee may keep any personal information of any data subject unless authorised to do so by this policy, Responsible Person and / or the Act. The Responsible Person will continuously monitor the collection and retention of personal information.

No personal information of any data subject may be retained by a Responsible Person / Operator, for longer than is necessary for achieving the purpose for which the information was collected or subsequently processed, unless:

The Responsible Person / Operator reasonably requires the record for lawful purposes related to its functions or activities;

Retention of the personal information is required by a contract between the parties thereto;

The data subject gave their consent to the Responsible Person / Operator in writing; or

It is necessary to retain the personal information for historical, statistical or research purposes if the Responsible Person / Operator has established appropriate safeguards against the information being used for any other purposes.

All personal information for which a Responsible Person / Operator is no longer authorised to retain, must be destroyed so it cannot be reconstructed.

#### **16.1.4 Information Quality**

A Responsible Person must take reasonably practicable steps to ensure that the personal information is complete, accurate, not misleading and updated where necessary.

#### **16.1.5 Security Safeguards**

Besides the fact that the Responsible Person would continuously consider ways of safeguarding personal information, the Company undertakes to secure the integrity and confidentiality of personal information in its possession or under its control by taking appropriate, reasonable technical and organisational measures to prevent the unlawful access to or processing of personal information and loss or damage to or unauthorised destruction of personal information.

The Company is aware of the risk that Employees with access to personal information could misuse it. Employees may be tricked into giving away information, either about customers, Employees and / or suppliers, especially so verbally.

The Company, together with the Responsible Person / Operator, will ensure that all necessary controls are in place in terms of access to personal information. Such would be continually updated and reviewed in response to its effectiveness and to new risks or deficiencies in previously implemented safeguards.

Furthermore, access to information on the IT systems, will be controlled.

The Company and Responsible Person / Operator will continuously monitor the usage and storage of any personal information by any Responsible Person and / or Operator.

All Employees of the Company are obliged to keep any information confidential which may be construed as confidential information, and not to disclose any confidential information to any undertaking, firm, Company, Employee or person. This obligation remains in force indefinitely, even after termination of Employment with the Becker Group.

Employees may be disciplined for breaching any provision as read in this section of this policy.

#### **16.1.6 Data Subject Participation**

Any data subject will always have access to their personal information, upon request to the Responsible Person.

With regards to the necessary correction of personal information, any data subject may at any time correct and / or amend personal information by contacting the Human Resources Department.

It is every data subjects' responsibility to update their personal information regularly with the HR department.

The Company, Responsible Person and / or Operator shall keep all personal information confidential and will only be disclosed to the data subject and / or any other person whom would have a business reason for having in their possession such personal information.

#### **16.1.7 Processing of Special Personal Information**

This policy intends to adhere to the process of special personal information which relates to the religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a data subject.

Special personal information includes; criminal behaviour relating to alleged offences or proceedings dealing with alleged offences.

Unless a general authorisation, alternatively a specific authorisation relating to the different types of special personal information applies, a Responsible Person / Operator is prohibited from processing special personal information.

The only other reason a Responsible Person / Operator may process such special personal information is if so obligated in law and to apply with relevant legislation.



## 17. REQUEST PROCEDURE

- **Completion of the Prescribed Form**

Any request for access to a record from a public body in terms of PAIA must substantially correspond with the form attached hereto marked *Appendix 1 - FORM C - Request for access to record of private body (Section 53(1) of PAIA) [Regulation 10]*.

A request for access to information which does not comply with the formalities as prescribed by PAIA will be returned to you.

- **Payment of the Prescribed Fees**

A Fee may be payable, depending on the type of information requested, as included, and described under *Appendix 1 - Fees in respect of private bodies*.

There are two categories of fees which are payable:

- **The Request Fee:** R50
- **The Access Fee:** This is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs.

Section 54 of PAIA entitles the Company to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Regulation 9(2)(c) promulgated under PAIA.

Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

POPIA provides that a data subject may, upon proof of identity, request the Deputy Information Officer to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information.

POPIA also provides that where the data subject is required to pay a fee for services provided to him/her, the Deputy Information Officer must provide the data subject with a

written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

## 18. OBJECTION

POPIA provides that a data subject may object, at any time, to the processing of personal information by the Deputy Information Officer, on reasonable grounds relating to his/her particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as *Appendix 2 - FORM 1 - Objection to the processing of personal information in terms of section 11(3) of POPIA Regulations relating to*

*the protection of personal information, 2018 [Regulation 2]* and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.

## **19. CORRECTION**

A data subject may also request the Deputy Information Officer to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the data subject that the company is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.

A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out herein on the form attached hereto as *Appendix 3 - FORM 2 - Request for correction or deletion of personal information or destroying or deletion of record of personal information in terms of section 24(1) of POPIA's Regulations relating to the protection of personal information, 2018 [Regulation 3]*

## **20. PROOF OF IDENTITY**

Proof of identity is required to authenticate your identity and the request. You will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

## **21. TIMELINES FOR CONSIDERATION OF A REQUEST FOR ACCESS**

Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed. Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

## **22. GROUNDS FOR REFUSAL OF ACCESS AND PROTECTION OF INFORMATION**

There are various grounds upon which a request for access to a record may be refused. These grounds include:

- The protection of personal information of a third person (who is a natural person) from unreasonable disclosure;

- The protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
- If disclosure would result in the breach of a duty of confidence owed to a third party;
- If disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;
- If the record was produced during legal proceedings, unless that legal privilege has been waived;
- If the record contains trade secrets, financial or sensitive information or any information that would put the Company at a disadvantage in negotiations or prejudice it in commercial competition; and/or
- If the record contains information about research being carried out or about to be carried out on behalf of a third party or by the Company.

Section 70 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.

If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty one) days of receipt of the request. The third party would then have a further 21 (twenty one) days to make representations and/or submissions regarding the granting of access to the record.

### **23. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS**

If the Information Officer decides to grant a requester access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.

There is an appeal procedure that may be followed after a request to access information has been refused, which will be described in the correspondence addressed to you by the Information Officer.

In the event that you are not satisfied with the outcome of the appeal, you are entitled to apply to the Information Regulator or a court of competent jurisdiction to take the matter further.

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Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to appeal the decision in a court of competent jurisdiction. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access

#### 24. OUR BOARD OF DIRECTORS

Our directors are:

- Kenneth Quick – Chief Executive Officer
- Clint Wilson – Chief Financial Officer

Please review this policy to keep yourself informed as to who the current Management Committee is, as this may change from time to time.

#### 25. OUR CONTACT DETAILS

Our general contact details are as follows:

Postal Address: P.O. Box 124185, Alrode, South Africa, 1451

Street Address: 4 Clarke Street North, Alrode, Alberton, South Africa 1451

Telephone contact number: 011 617 6300

#### 26. DETAILS OF OUR INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS

The details of our Information and Deputy Information Officer/s are as follows:

Information Officer:

INFORMATION OFFICER	
<b>Name</b>	Kenneth Quick
<b>Address</b>	4 Clarke Street North, Alrode, Alberton, South Africa, 1451
<b>Fax</b>	011 617 6369
<b>Tel No.</b>	011 617 6300
<b>Email</b>	<a href="mailto:ken.quick@za.becker-mining.co.za">ken.quick@za.becker-mining.co.za</a>
<b>Information Regulator Ref Number</b>	5559/2021-2022/IRRTT

**DEPUTY INFORMATION OFFICERS**

<b>Name</b>	Samantha Cruz-Welch	Adriaan van Blerk	Gavin Swart
<b>Address</b>	Alrode	Alrode	Welkom
<b>Fax</b>	086 767 8959	086 539 1921	086 571 2700
<b>Tel Number</b>	011 617 6300	011 617 6300	057 396 2704
<b>Email</b>	<a href="mailto:samantha.cruzwelch@za.becker-mining.com">samantha.cruzwelch@za.becker-mining.com</a>	<a href="mailto:adriaan.vanblerk@za.becker-mining.com">adriaan.vanblerk@za.becker-mining.com</a>	<a href="mailto:gavin.swart@za.becker-mining.com">gavin.swart@za.becker-mining.com</a>
<b>Information Regulator Ref Number</b>	5559/2021-2022/IRRTT		

**27. CORRESPONDENCE**

For the attention of the Deputy Information Officer

Phone number for PAIA / POPIA requests: 011 617 6300

Email address for PAIA / POPIA requests: [samantha.cruzwelch@za.becker-mining.com](mailto:samantha.cruzwelch@za.becker-mining.com)

**28. GENERAL**

Should any data subject find out that a Responsible Person and / or any other person is in breach of this policy and any provision of the Act, they must at the very soonest, report such breach to the Responsible Person.

The Company regards any breach of this policy in a very serious light and therefore, places an obligation on all data subjects', to inform the Responsible Person the soonest of any breach or potential breach.

It is the data subject's responsibility to contact Management should they have any queries or seek clarity with regards to this policy.