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SECURITY PROCESSING NOTICE

1. PURPOSE OF THIS NOTICE AND TERMS USED

1.1 This Security Processing Notice applies to the following legal entities :

1.1.1 West African International (Pty) Ltd (1995/008104/07); and

1.1.2 WAG Chemicals (Pty) Ltd (1986/003393/07); and

1.1.3 West African Group (Pty) Ltd (Registration No: 2016/357762/07);

(hereafter “we, “us, “the company”).

1.2 The Company, in our capacity as a Responsible Party, is obliged to comply with the Protection of Personal Information Act, 4 of 2013 (“POPIA”). POPIA regulates and controls the processing of a legal entity’s and/or an individual’s Personal Information in South Africa (“Data Subject”). Personal Information Processing includes the collection, use, and transfer of a Data Subject’s Personal Information.

1.3 In terms of POPIA, where a person/legal entity processes another’s Personal Information, such processing must be done in a lawful, legitimate and responsible manner and in accordance with the provisions, principles and conditions set out under POPIA.

1.4 To comply with POPIA, a Responsible Party processing a Data Subject’s Personal Information must:

1.4.1 provide the Data Subject with details on how and why processing of the Data Subject’s Personal Information is processed, before such information is processed; and

1.4.2 ensure that processing is justified on one or more lawful bases recognised under POPIA, including consent where required, performance of a contract, compliance with a legal obligation, protection of legitimate interests, or where otherwise permitted under POPIA.

1.5 Exceptions to the requirement set out in paragraph 1.4.2 above are where :

1.5.1. it is necessary to carry out actions for the conclusion or performance of a contract to which the Data Subject of the Personal Information is a party;

1.5.2 is required to comply with an obligation imposed by law;

1.5.3 is for a legitimate purpose or is necessary to protect the legitimate interest (s) and/or for pursuing the legitimate interests of :

i) the Data Subject;

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- ii) the Responsible Party;
- iii) that of a third-party to whom the Personal Information is supplied; and/or
- iv) Is necessary for the proper performance of a **public duty**.

1.6 In accordance with the requirements of POPIA, and because your privacy is important to us, we set out below how The Company will collect, use, and share your Personal Information and the reasons why we need to use and process your Personal Information.

2. APPLICATION

This Security Processing Notice applies to you and any persons (including our employees) who come onto our premises and sites, including reception and waiting rooms, offices, operational areas, warehouse facility and other facilities, manufacturing areas and parking areas, where the business of the Company is being conducted. (Company premises).

3. PURPOSE FOR PROCESSING YOUR PERSONAL INFORMATION

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

- a) to facilitate access into and out of the company premises;
- b) to ascertain who is entering and leaving the company premises;
- c) to monitor movements on or in the company premises;
- d) to ensure a safe working and operating environment;
- e) to comply with laws, including Security, Health and Safety related laws and legal obligations, including Covid directives.
- f) to manage security services;
- g) for the purposes of registering all persons who enter and leave the company premises;
- h) for the purposes of managing and investigating security incidents; including accidents within the company premises or attention to emergency evacuations; and
- i) other security measures in general.

Lawfulness

- a) Processing is conducted in accordance with POPIA and is based on legitimate interests, legal obligations, contractual necessity, or consent where required.

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- b) Where processing involves Special Personal Information as defined in POPIA (including biometrics, health information, or children's information), such processing will be conducted strictly in accordance with Sections 26–33 of POPIA and applicable regulations.

Your Image,

required predominantly for security purposes when you access our premises, such as still pictures, video, voice, and other similar data, largely to ensure that we can provide you access to our facilities and to ensure that security safeguards are in place.

Lawfulness

- a) Processing is conducted in accordance with POPIA and is based on legitimate interests, legal obligations, contractual necessity, or consent where required.
- b) Where processing involves Special Personal Information as defined in POPIA (including biometrics, health information, or children's information), such processing will be conducted strictly in accordance with Sections 26–33 of POPIA and applicable regulations.

4. WHAT PERSONAL INFORMATION OR INFORMATION DO WE COLLECT FROM YOU?

To engage and/or interact with you, for the purposes described above, we will be required to process certain types of your Personal Information for the purposes of allowing you access to facilities and areas where our business is conducted, which are described below:

Your own and employer or organisation's contact information

Our registers or security control documents and personnel may require you to provide the following:

- name;
- your designation if representing an organization;
- business address,
- identity number/passport number (required for regulatory purposes);
- business phone number and /or cell phone number;
- vehicle make and registration number;
- email address, and similar contact data,
- serial numbers of laptops or other electronic equipment being brought into our facilities;
- your images;
- certain biometrics and
- similar data, which is required for various legitimate, regulatory, security processes and/or any other lawful reasons.

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SPECIAL PERSONAL INFORMATION

Where we process Special Personal Information as defined in POPIA, including but not limited to:

- biometric information (e.g., fingerprints or access control biometrics),
- health information,
- alcohol or drug testing records,
- children's Personal Information,

such processing will only occur:

- a) where permitted under Sections 27–33 of POPIA;
- b) Where necessary for the establishment, exercise or defence of a right or obligation in law;
- c) where required to comply with occupational health and safety legislation;
- d) where explicit consent is required by law and has been obtained; and
- e) subject to enhanced safeguards and restricted access controls.

Lawfulness

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Specific identifiers, which are required to protect legitimate interests, comply with legal obligations or public legal duties, or to accommodate you in our facilities, such as any disabilities, **certain** biometric information which may be required for access control, such as fingerprints and personal details which we may record in relation to alcohol or drug testing and health records or related details.

We may require you to present your driver's license and vehicle license when entering our facilities via vehicle.

If access is requested via foot, then we will require proof of identity.

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Children's Information, all Personal Information collected and processed from any person under the age of eighteen (18) for the purposes of accessing the Company premises will only be processed with the prior permission of the child's parent or legal guardian, who will be required at all times to accompany such child around the company premises which he or she is given access to. Processing of children's Personal Information will only occur with verified prior consent from a competent parent or legal guardian, in accordance with Section 34 of POPIA

Lawfulness

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- b) Where processing involves Special Personal Information as defined in POPIA (including biometrics, health information, or children's information), such processing will be conducted strictly in accordance with Sections 26–33 of POPIA and applicable regulations.

5. SOURCES OF INFORMATION - HOW AND WHERE DO WE COLLECT YOUR PERSONAL INFORMATION FROM

Depending on the reason for you requiring access to our facilities we will collect and obtain Personal Information about you either (i) directly from you; (ii) from certain third parties to whom you have provided consent; and/or (iii) from information which is lawfully published in the public domain; or (iv) from other sources which are described below:

Direct collection

You provide Personal Information to us when you:

- Use our websites, applications, mobile applications, or social media portals or platforms.
- Interact with us.
- Enquire about or search for our goods or services.
- Create, post, or submit user content on our websites, applications, mobile applications, or social media portals or platforms.
- Communicate with us by phone, email, chat in person, or otherwise.

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- Complete a questionnaire, survey, support ticket, or other information request form.

Automatic collection:

We collect Personal Information automatically from you when you:

- Visit our facilities and are subject to our security procedures when gaining entry and exiting our facilities, interacting with us via email or telephonically, use our websites, applications, mobile applications, or social media portals or platforms.
- Enter an area of our facility which is monitored via CCTV;
- Complete a reception register.

Collection from third parties:

We collect Personal Information about you from third parties, such as:

- SAPS, Home Affairs, Credit bureaus and other similar agencies.
- Other government agencies, regulators and others who release or publish public records.
- Other publicly or generally available sources, such as social media sites, public and online websites, open databases, and data in the public domain.

6. HOW WE SHARE INFORMATION

We share Personal Information for the purposes set out in this Security Processing Notice with the following categories of recipients:

Regulators and law enforcement agencies.

We may disclose your Personal Information to regulators and other bodies in order to comply with any applicable law or regulation, to comply with or respond to a legal process or law enforcement or governmental request.

Lawfulness

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- b) Where processing involves Special Personal Information as defined in POPIA (including biometrics, health information, or children's information), such processing will be conducted strictly in accordance with Sections 26–33 of POPIA and applicable regulations.

Other Disclosures.

We may disclose your Personal Information to third parties where we are legally permitted to do so, in order to pursue a legitimate interest or it is reasonably necessary to enforce our terms and conditions or other rights (including investigations of potential violations of our rights), to detect, prevent, or address fraud or security issues, or to protect against harm to the rights, property, or safety of the Company, our employees, any users, or the public.

Lawfulness

- a) Processing is conducted in accordance with POPIA and is based on legitimate interests, legal obligations, contractual necessity, or consent where required.
- b) Where processing involves Special Personal Information as defined in POPIA (including biometrics, health information, or children's information), such processing will be conducted strictly in accordance with Sections 26–33 of POPIA and applicable regulations.

Security purposes - legitimate purpose and to comply with laws:

To permit you access to our offices, facilities, manufacturing or parking areas, as well as to controlled areas, for monitoring via CCTV, your interaction and access in and from our facilities described above, and for general risk management, security and emergency incident control purposes as well as for data and cybersecurity purposes.

Lawfulness

- a) Processing is conducted in accordance with POPIA and is based on legitimate interests, legal obligations, contractual necessity, or consent where required.
- b) Where processing involves Special Personal Information as defined in POPIA (including biometrics, health information, or children's information), such processing will be conducted strictly in accordance with Sections 26–33 of POPIA and applicable regulations.

7. SECURITY OF INFORMATION

- 7.1 The security of your Personal Information is important to us. Taking into account the nature, scope, context, and purposes of processing Personal Information, as well as the risks to individuals of varying likelihood and severity, we have implemented technical and organisational measures designed to protect the security of Personal Information. In this regard, we will conduct regular audits regarding the safety and security of your Personal Information.

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7.2 Your Personal Information will be stored electronically and in some cases in hard copy in files and records, of which information, for operational reasons, will be accessible to and /or provided to persons employed or contracted by us on a need-to-know basis.

7.3 Once your Personal Information is no longer required because the purpose for which Personal Information was held has come to an end, such Personal Information may be retained in accordance with policies of the Company, which varies depending on the type of processing, the purpose for such processing, the business function, record classes, and record types. We determine retention periods based upon, and reserve the right to retain Personal Information for the periods that the Personal Information is needed to:

- (a) fulfil the purposes described in this Security Processing Notice;
- (b) meet the timelines determined or recommended by regulators, professional bodies, or associations;
- (c) comply with applicable laws, legal holds, and other legal obligations (including contractual obligations), and
- (d) Comply with your requests.

7.4 Retention Periods

- (a) Visitor access registers: retained for a maximum period of 12 months, unless required for investigation purposes;
- (b) Incident reports and investigation records: retained in accordance with applicable legal prescription periods;
- (c) Personal Information will not be retained longer than is necessary for the purpose for which it was collected unless otherwise required by law.

7.5 Notwithstanding the contents housed under clauses 7 and 8, please note that no method of transmission over the Internet or method of electronic storage is 100% secure. Therefore, while we strive to use commercially acceptable measures designed to protect Personal Information, we cannot guarantee its absolute security.

7.6 In the event of a security compromise involving Personal Information, the Company will notify affected Data Subjects and the Information Regulator where required under Section 22 of POPIA.

8. ACCESS BY OTHERS AND CROSS-BORDER TRANSFER

8.1 The Company may, from time to time, have to disclose your Personal Information to other parties. Still, such disclosure will always be subject to an agreement or Security Processing Notice, which will disclose the party to whom we are disclosing your Personal Information to, which contractually

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obliges the recipient of your Personal Information to comply with strict confidentiality and data security conditions.

8.2 Where Personal Information is transferred outside the Republic of South Africa, such transfer will only occur:

- a) to a country that has laws substantially similar to POPIA; or
- b) where appropriate contractual safeguards are in place to ensure an adequate level of protection; or
- c) where otherwise permitted under Section 72 of POPIA.

9. YOUR RIGHTS

9.1 You, as a Data Subject, have certain rights, which are detailed below:

a) The right of access –

You may ask the Company (free of charge) to confirm that we hold your Personal Information, or ask us to provide you with details (at a fee) on how we have processed your Personal Information, which request must be made by following the process set out under our PAIA Manual.

b) The right to rectification –

You have the right to ask us to update or rectify any inaccurate Personal Information which we hold about you, which can be done by accessing the update/rectification request.

c) The right to object to and restrict further processing –

Where we do not need your consent to process your Personal Information, but you are not in agreement with such processing, you may lodge an objection to such processing.

d) The right to withdraw consent –

Where you have provided us with consent to process your Personal Information, you have the right to subsequently withdraw your consent, which can be done by accessing the withdrawal of consent request.

9.2 These rights may be exercised by using the relevant forms included in the Company's POPIA Manual, which can be accessed via the Company website at: www.westafricangroup.co.za

10. CHANGES TO THIS PRIVACY STATEMENT

10.1 This Security Processing Notice may be updated from time to time.

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10.2 We reserve the right to amend the Processing Notice at any time, for any reason, and without notice to you other than the posting of the updated Processing Notice on our Website.

10.3 We therefore request that you visit our website frequently to keep abreast of any changes.

11. PROCESSING OTHER PERSONS' PERSONAL INFORMATION

11.1 If, as Supplier of goods and/or services to the Company, you process another's Personal Information on the Company's behalf, or the Company provides Personal Information to you to perform your contractual or legal obligations or to protect any legitimate interest, you will:

- a) process such Personal Information as our Operator, conducting all such processing activities in compliance with the obligations set out under our standard "Operator Terms and Conditions " housed on our website; or
- b) if not as an Operator, keep such information confidential and secure, and you will not, unless authorised to do so, process, publish, make accessible, or use in any other way such Personal Information.

12. COMPLAINTS OR QUERIES - CONTACT US

12.1 Any comments, questions or suggestions about this Processing Notice or our handling of your Personal Information should be referred to our Information or Deputy Information Officers, whose details may be found at Annexure "A" to this Processing Notice.

12.2 Should you wish to discuss a complaint, please feel free to contact us using the details provided.

12.3 Our offices are open 8:00 am – 4.30 pm GMT, Monday to Friday.

12.4 Should you feel unsatisfied with our handling of your Personal Information, or about any complaint that you have made to us, you are entitled to escalate your complaint to the South African, Information Regulator who can be contacted at <https://www.justice.gov.za/inforeg/> .

12.5 Further detail is included in our POPIA Manual which can be accessed via the Company website at: www.westafricangroup.co.za

13. ACCEPTANCE AND BINDING NATURE OF THIS DOCUMENT

13.1 By providing The Company with the Personal Information which we require from you as listed under this Processing Notice:

- a) You acknowledge that you have been informed of the purposes for which your Personal Information is processed and your rights under POPIA;

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- b) You accept the terms which will apply to such processing, including the terms applicable to an Operator and also to the transfer of such Personal Information outside of South Africa;
 - c) Where consent is required under POPIA, such consent will be obtained in accordance with applicable legal requirements.
- 13.2 Where The Company has been provided by Third Party Personal Information by you, for processing, warrant and undertake that you have obtained permission from Third Party to provide us with their Personal Information for processing.
- 13.3 The rights and obligations of the Parties under this Processing Notice will be binding on, and will be of benefit to, each of the parties' successors in title and/or assigns where applicable.
- 13.4 Should any of the Personal Information concern or pertain to a legal entity that you represent, you confirm that you have the necessary authority to act on behalf of such legal entity and that you have the right to provide the Personal Information and/or the required permissions in respect of the processing of that person, organisation or entity's Personal Information.

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For the attention of the Information Officer (copies delivered to an appointed Deputy Information Officer).

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