



Privacy Policy for Dorper Wind Farm

PRIVACY IS IMPORTANT TO US AT DORPER WIND FARM

This Privacy Policy explains why and how we collect, use and store your personal information.

The processing of personal data must be transparent and secure, and in conformity with the Protection of Personal Information, Act 4 of 2013 ("POPIA"). This Privacy Policy contains the information required by POPIA and other relevant privacy legislation.

We have a Manual written in accordance with the Promotion of Access to Information Act, 2000 ("PAIA") and this may be accessed on our website. This Privacy Policy and the PAIA Manual must be read in conjunction with each other.

1. What Is This Policy About?

In your day-to-day dealings with Dorper Wind Farm (DWF) we obtain information about you.

POPIA is aimed at protecting your personal information and prescribes what we must and must not do with it. We are accountable for living up to the principles set out in POPIA throughout our organisation. We have in place privacy compliance measures and we monitor and enforce our compliance with these principles.

In complying with POPIA we will ensure that we act with integrity and fairness and will always balance your rights and ours in an objective manner.

2. How this Policy applies to your Personal Information.

From time to time, we may amend this policy to accommodate changes in our business and/or if legislative amendments require change. Please check that you have read the latest version.



3. Who we Are

Some personal information may be shared with third parties in order for us to deliver services to you. If this is the case, they are bound by and must adhere to this policy as well.

Our principal place of business is at:

Bentley Office Park
Block 6, Ground Floor
Corner Rivonia and Wessel Road
Rivonia, Sandton
South Africa

Our Information Officer is Mamoso May.

Should you require any further information we recommend you contact our offices on the following contact details:

Telephone: 011 783 5223 / 5251

Email: info@dorperwindfarm.co.za

4. When does This Privacy Policy Apply

This Privacy Policy applies under several different circumstances and may include the following examples (which are not exhaustive):

- 4.1. When you use any of our products or services;
- 4.2. When you participate in any of our community development projects;



- 4.3. When you apply to DWF for employment;
- 4.4. When you supply services to us and provide any personal information to fulfil the service contract;
- 4.5. When you have a relationship with our clients as our operator; and/or
- 4.6. When any information is collected from or shared with any third parties.

This Privacy Policy applies to our websites, applications and online services as well as any publications or newsletters that we may publish.

5. The Information We Collect

‘Personal information’ is defined in POPIA but in essence refers to any information that can be used to identify you. Where you use our services or supply services to us or engage with us, we will collect personal information directly from you. Information may also be sourced directly from your employer, regulatory authorities, recruitment agencies, credit ratings agencies, information or service providers, public records and other third parties.

6. Children’s Personal Information and Special Personal Information

DWF supports community development and awards bursaries to children. For this purpose, DWF collects some personal and special personal information of the children who apply, and who qualify as well as that of their parents or guardians.

We do not collect children’s personal information without the consent of their parents or guardians. If you are under the age of 18, please inform us and do not provide personal information to us without the consent of your parent or guardian. We reserve the right to ask for proof of consent from your parent or guardian.

(See paragraph 11 below for more information)



7. What we use your Personal Information For

We use your personal information to provide our products and services to you and to enable seamless payment to our suppliers.

We will not further process your personal information without first assessing whether:

- 7.1 The further processing is compatible with the reasons you initially provided the information; or
- 7.2 You have consented to further processing of your personal information; or
- 7.3 If it is in accordance with the law.

We will not contact you for unsolicited marketing purposes either telephonically, by mail, SMS or email if you have not opted in to receive these communications.

8. The Information that You Provide

We collect information that you voluntarily provide to us including when you communicate with us via forms, email or other channels. These include when you subscribe to newsletters and when you respond to our advertisements, competitions or requests for information.

The information you provide may include current and historical personal information including your name, contact details, title, identification, employment, positions held, enquiry/complaint details and information about the organisation with which you are affiliated. We may also collect personal information about your other dealings with us and our clients, including any contact we have with you in person, by telephone, email or online.



9. Information Collected from Other Sources

We may also collect information about you from social media platforms. We advise that you familiarise yourself with the respective privacy policies that apply to these platforms. Note that we will process any information from these sources in accordance with the law.

10. Communication

We may from time to time communicate with you on the various community development initiatives and offerings that are available through DWF, including the bursary program. We believe that as part of the community you would like to keep abreast of the projects.

If our messages are no longer welcome, please elect by letting us know by replying to the automated message.

11. Information Provided when you Apply for a Bursary

When you respond to an application for a bursary for yourself (if you are over 18) or for a minor child (as a guardian or parent), you will provide us or our operator with personal information. The personal information will pertain to the bursary applicant, the parents and/ or the guardian.

We may request further personal information about your education, employment, race and state of health. As part of your application, you will be asked to provide your consent to use this information to assess your application and conduct various screening checks, assessments and activities which may be required under applicable laws.

In order to conduct further screening checks we may share aspects of your and the child's personal information with inter alia: academic institutions, credit bureaus, medical providers, professional and trade associations, law enforcement agencies, referees and your current and previous employers.

We may also gather additional information about you from publicly available resources such as LinkedIn, Facebook or other social or professional media platforms and collate this with the



information that you provide to us. Without your personal information and consent, we may not be able to progress your application.

Whether the bursary application is granted or not, we will keep your information for as long as it is legally necessary and this will also be in accordance with the Department of Minerals and Energy requirements.

12. Information Provided when you Apply for a Vacancy

When you respond to an application for a vacancy, you will provide us or our operator with your curriculum vitae ("CV") which contains personal information.

We may request further personal information about your education, employment, race and state of health. As part of your application, you will be asked to provide your consent to use of this information to assess your application and to allow us to fulfil any recruitment testing assessments and activities which may be required from employers under applicable laws.

These will include the option to carry out various screening checks and to consider you for other positions. In order to conduct the screening checks we may share aspects of your personal information with inter alia: academic institutions, credit bureaus, medical providers, professional and trade associations, law enforcement agencies, referees and your current and previous employers.

We may also gather additional information about you from publicly available resources such as LinkedIn, Facebook or other social or professional media platforms and collate this with the information that you provide to us. Without your personal information and consent, we may not be able to progress your application.

We will keep your information for as long as it is necessary during the recruitment process. If you are successful, we will keep your information in accordance with South African labour law legislation.

If you are unsuccessful or you withdraw your application, we may keep your information for up to 3 years for future positions that may interest you, or until you advise us otherwise.



13. Legal or Contractual Obligations to Collect Information

We may also be legally or contractually obliged to collect information from you in order for us to conduct business, for example, where we are required by law to gather personal information for labour, health, tax, BBBEE, FICA requirements and the like. Where relevant, we will advise you of the details that we are required to collect.

When applying to be a Supplier we may require your personal information for the processing of payments/ accounts, identity checks, reference checks, assessment of financial records and verification of contact details in order to submit statements and other legal documents.

14. CCTV cameras

Our offices may be monitored by CCTV cameras for safety and the prevention of crime. The footage is stored in a secure location by a third party service provider.

15. Do We share Your Information?

We will not use or share your personal information and we will not provide any of your personal information to anyone.

In order to deliver our products and services and for the efficient running of our business, we use third party service providers/operators. At times, we will need to share your information with them and for this reason we sign confidentiality/operator agreements and ensure that they operate under strict requirements aimed at keeping your personal information secure and confidential and that they only use it for the purpose for which it is provided.

We may share your personal information with banking institutions and credit providers, and governmental, judicial, regulatory and law enforcement bodies and agencies, if required.



16. How Long do we Keep your Records?

We will not retain your personal information for longer than is necessary unless your consent has been received or it is required by law or it is in terms of a contract. Personal Information that is no longer required is securely disposed of or is deidentified as soon as reasonably practicable after it is no longer authorised to be retained.

17. Security

We have taken every reasonable measure, that we can afford, to keep your personal information in a secure, reliable and protected place, free from unauthorised access. We regularly monitor our information technology systems for possible vulnerabilities and cyber-attacks. To this end, we deploy reasonable security safeguards.

Although we have measures in place to minimise security threats we cannot guarantee data breaches will not happen.

In the unlikely event of your personal information being compromised, we will follow the guidelines provided by POPIA.

18. Your Rights

You have the right to know what personal information we have about you, to correct it and to request its deletion as well as what information we may have shared with third parties. You may also object to the processing of your personal information.

Any request must be in writing on the prescribed form. It may take up to 5 working days to respond to your request and we may charge a small fee.

If you would like us to delete your personal information, we may need to terminate all agreements you have with us or any community project that you may be awarded as we cannot maintain our relationship without having some of your personal information. We also retain the right to refuse to delete your information if we are required by law or by contract to keep it or if we require it to protect our rights.



19. Contact

Please contact our Finance Manager (Deputy Information Officer) should you require more information on our Privacy Policy, or if you would like to submit a request. He will also provide you with the required form and advise of the fee payable.

POPIA also mandates the Information Regulator to check that we manage personal information in a responsible manner that respects your privacy. While we make every effort to help you, should you have any further queries or be unhappy, you may contact the Information Regulator whose contact details may be found at <https://inforegulator.org.za/contact-us/>.

We are committed to protecting your personal information and to adhere to POPIA.