

ENVIRONMENTAL, SAFETY AND SUSTAINABILITY PROCESSING NOTICE

1. PURPOSE OF THIS NOTICE AND TERMS USED

- 1.1 In order to do business, **Hatch Africa (Pty) Ltd** (Registration number: 1995/007273/07) including all Divisions, Subsidiaries and Affiliates as well as its trading partners (hereinafter referred to as “we”, “us”, “Company” or “the company”) in our capacity as a Responsible Party, will have to process Personal Information, and in doing so, will have to comply with a law known as the Protection of Personal Information Act, 4 of 2013 (hereinafter referred to as “POPIA”), which regulates and controls the processing of a legal entity’s and/or an individual’s Personal Information in South Africa, (hereinafter referred to as a “Data Subject”), which processing includes the collection, use, and transfer of a Data Subject’s Personal Information.
- 1.2 In terms of POPIA, where a person 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.
- 1.3 In order to comply with POPIA, a Responsible Party processing a Data Subject’s Personal Information must:
- 1.3.1 provide the Data Subject with a number of details pertaining to the processing of the Data Subject’s Personal Information, before such information is processed; and
- 1.3.2 get permission or consent, explicitly or implied, from the Data Subject, to process his / her / its Personal Information, **unless** such processing:
- 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;
 - is required in order to comply with an **obligation imposed by law**; or
 - 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; ii) the Responsible Party; or iii) that of a third-party to whom the Personal Information is supplied; or
 - is necessary for the proper performance of a **public law duty**.
- 1.4 In accordance with the requirements of POPIA, and because your privacy and trust is important to us, we set out below how we, the Company, Hatch collect, use, and share your Personal Information and the reasons why we need to use and process your Personal Information.

2. APPLICATION

- 2.1 This Processing Notice applies to the following persons:
- 2.1.1 **Interactors:** persons who interact with us, physically or via email or via our websites, applications, mobile applications, or social media portals or platforms, or who come

onto our sites and / or who enter our offices or facilities for environmental, health, safety and sustainability reasons.

- 2.1.2 **Users of our Sites:** persons who use our websites, applications, mobile applications, email, or social media portals or platforms in order to communicate with us, find out more about, or make enquiries about Hatch's environmental, health, safety and sustainability aspects and / or approaches.
- 2.1.3 **Applicants:** persons who wish to apply to do business with us and who want to find out about Hatch's environmental, health, safety and sustainability aspects and / or approaches.
- 2.1.4 **Customers and Clients - potential and actual:** persons who are desirous of, or who do use and or procure the Hatch services, who receive marketing communications and / or who communicate with us physically or via email or via our websites, applications, mobile applications, or social media portals or platforms, and who are desirous of finding out about certain Hatch environmental, health, safety and sustainability aspects and / or approaches.
- 2.1.5 **Contractors, Vendors and Service Providers: potential or actual:** persons who are desirous of, or who do provide Hatch with goods, and / or services, or who we provide goods and / or services to, including consultancy and infrastructure related services and who we interact and communicate with, either physically or via email or via our websites, applications, mobile applications, or social media portals or platforms, and / or who come onto our sites, facilities and / or who enter our offices and / or who are required to comply with or need to find out about certain Hatch environmental, health, safety and sustainability aspects and / or approaches.
- 2.1.6 **Regulators and Public Bodies:** persons who we engage with in order to discharge legal and public duty obligations, including as an example, the Department of Environmental Affairs, Department of Labour, Municipal departments, SARS, the Department of Labour, or the Information Regulator, etc.
- 2.1.7 **Business partners:** whether in their capacity as an Operator or not, who provide environmental or health and safety related services or goods to us or to our customers or clients and service providers.
- 2.1.8 **Persons who Hatch deals with in general in relation to environmental, health, safety and sustainability matters and** who either need to know or who are interested in Hatch's compliance levels with environmental, health, safety laws or who need to find out about certain environmental, health, safety and sustainability aspects and / or approaches in relation to the Hatch activities, including the following bodies and parties:
- Persons to whom Hatch submits tenders or quotations to,
 - Stakeholders,
 - Community members and representatives, various organisations,
 - Regulatory bodies, including– government authorities or departments at all levels,
 - Local, Provincial and National Government,
 - Advisory – research institutes,
 - Funding – banks, development agencies,
 - Community and the greater public, including:

- Cultural – community and religious leaders
- Business – business leaders, unions, resource owners
- Environment – NGOs, community interest groups, local experts
- Political – local councillors, lobbying groups
- Surrounding landowners and communities

2.1.9 **Hatch employees, consultants and sub consultants.**

3. PURPOSE FOR PROCESSING YOUR PERSONAL INFORMATION

3.1 Your Personal Information will be processed by Hatch for the following purposes:

SUMMARY OF THE PURPOSE OF COLLECTION	Lawfulness Consent required
<p>For the purposes of preparing, drafting and lodging various Environmental and Health and Safety Applications and related processes under and in terms of the Environmental, and Health and Safety Laws - lawfulness: including carrying out surveys, consultations, meetings and holding public participation sessions, focus group sessions, workshops, and open days.</p> <p>Lawfulness - YES Consent required - NO</p>	
<p>In relation to various Environmental and Health and Safety Applications and related processes- lawfulness: for the purpose of issuing the following communications</p> <ul style="list-style-type: none"> • Call for comments, • Meeting invitations, • Attendance registers, • Minutes of meetings and forums sessions, • Comment forms, • Publications, • Photographs and video footage, of sites, land owners, of members, of attendees at meetings, of stakeholders,etc • Reports and communications, • Replies to queries, • Meeting minutes, • Recording of zoom sessions, • Communications recording dealings with medical practitioners, professionals, EAPS and Regulators, • Documents recording consultations with stakeholders, meeting with consultants, facilities, landowners, community forums, and other interested or affected parties. 	

Communications - legitimate purpose: To make contact with you and to communicate with you in relation to environmental, health, safety and sustainability matters.

Lawfulness - YES

Consent required – NO

Environmental, health, safety and sustainability Risk Assessments - legitimate purpose: To carry out risk assessments, and due diligences, in order to comply with health safety and environmental Laws.

Lawfulness - YES

Consent required - NO

Litigation, insurance and public duties - Legal obligations: To comply with various health, safety and environmental laws and legal obligations, including the requirement to register with regulators, obtain and hold permits and certificates, and to pay levies and fees due in respect thereof, by the Company or others, to submit legal or statutory reports or provide various regulatory or statutory notices or returns, to litigate and / or to pursue or defend legal claims or collections, to attend to insurance claims and related procedures, to respond to a request or order from officials, including environmental, department of labour or SAPS officials, investigators or court officials, regulators, or public authorities.

Lawfulness - YES

Consent required - NO

Operational issues - compliance with laws and manage the contract: To communicate, enforce and ensure you comply with applicable health, safety and environmental policies, including in relation to legal obligations, claims or actions or legal requirements and conducting investigations and incident responses, including reviewing your communications in these situations in accordance with relevant internal policies and applicable law.

Lawfulness - YES

Consent required - NO

Health, safety and environmental laws and legal obligations - compliance with laws: To manage occupational health, **safety and environmental laws and legal obligations.**

Lawfulness - YES

Consent required - NO

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 the purposes of 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 - YES
Consent required - NO

To fulfil the public participation requirements under the relevant legislation such as the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA) and the National Water Act, 1998 (Act No. 36 of 1998) (NWA); National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008); National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004) and the associated regulations - Legal obligations: when performing activities which are regulated by these laws.

Lawfulness - YES
Consent required - NO

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

In order to engage and/or interact with you, for the purposes described above, we will have to process certain types of your Personal Information, as described below:

Contact information, such as

- o Name and surname
- o Contact number or e-mail address
- o Business or home address
- o Company or business identification number
- o Occupation and or professional qualifications and experience
- o Organisation represented and relevance to the specific project e.g. location/proximity in relation to the project

and other details such as social media user ID, email address, and similar contact data, serial numbers of equipment, details regards the possession of dangerous weapons, and other contact information including details of your employer, memberships or affiliations, such as the name of your employer or organization that you are a member of, information about your colleagues or those within your organization, your status with an organization, and similar data, which are required for various legitimate interest, contractual and/or lawful reasons.

Lawfulness - YES

Consent required - NO

CVs of our Hatch employees and Hatch sub-consultants, which include the following details:

Personal Qualifications and experience, race, gender, nationality, language,
Sub-consultants company documentation (e.g. Company Registration Documents; Tax Reference number,

Lawfulness - YES

Consent required - NO

Details of Environmental Processes, in relation to Environmental listed activities, including:

- o Specialist studies and input into relevant submission forms,
- o Specialist contact details, CVs, signatures and form of identification,
- o Specialist discussions with landowners and the public on a project that can contribute to the findings of the reports,
- o Validity to the findings needs to be supported by contact details for the relevant people consulted subject' as

Environmental Impact Assessment details, in relation to Environmental listed activities which include the following details:

Client / Applicant details,
Landowner details,
including Name, address, certified identification documents and contact details of the person to whom the authorisation is issued

Landowner contact details, personal information, certified identification document, title deeds and consent for the proposed activity on their property

A description of the location of the activity, including where available, the physical address or farm name

Background Information Documents (BIDs) site notices, adverts and individual letters with requests for Interested and Affected Parties (IA&Ps) comments on a Project

Stakeholder listings that Hatch will use to contact IA&Ps to inform them of a particular project

Details of surrounding landowners for site access and One on one meetings / interviews

Session recordings through Microsoft Teams / Audio or the like

Lawfulness - YES

Consent required - NO

Location Data, such as the location of your device, your household, and similar location data, which are required to perform contractual matters and/or in order to provide you access to services or attend to queries or to ensure that security safeguards are in place.

Lawfulness - YES

Consent required - NO

Your Image, such as still pictures, video, voice, and other similar data, which are required to perform contractual matters and/or in order to provide you access to services or attend to queries or to ensure that security safeguards are in place.

Lawfulness - YES

Consent required – NO

Career, Education, and Employment Related Information, such as work performance and history, nationality and immigration status, demographic data, disability-related information, professional licensure information and related compliance activities, accreditations and other accolades, education history (including schools attended, academic degrees or areas of study, academic performance, and rankings), and similar data, which are required for contractual or consultancy related matters or which are required to comply with laws and public duties.

Lawfulness - YES

Consent required - NO

Health records
Medical details
Biometric details

such as medical status and history, examinations, blood type, medical aid history, disability-related information, biometrics, medicals, psychometrics and similar data, which are required for contractual related matters or which are required to comply with laws and public duties.

Lawfulness - YES

Consent required - NO

Social Media and Online Content, such as information placed or posted in social media and online profiles, online posts, and similar data, which are required to perform contractual matters and/or in order to provide you access to services or attend to queries.

Lawfulness - YES

Consent required - NO

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

5.1 Depending on your requirements, we will collect and obtain Personal Information about you either directly from you, from certain third parties, or 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 services.
- When you submit a quotation, or offer to do business with us by way of a tender or when you conclude a contract with us.
- When we submit a quotation, or offer to do business with you by way of a tender or when you conclude a contract with us.
- When you express an interest in a CSI project or sponsorship.
- Create or maintain a profile or account with us.
- Conclude a contract with us.
- Purchase or subscribe to our goods or services.
- Use our goods or services.
- Purchase, use, or otherwise interact with content, products, or services from third-party providers who have a relationship with us.
- Create, post, or submit user content on our websites, applications, mobile applications, or social media portals or platforms.
- Register for or attend one of our events or locations.
- Enter into a competition or promotional activity.
- Request or sign up for information, including marketing material and direct marketing material.
- Communicate with us by phone, email, chat, in person, or otherwise.
- Complete a questionnaire, survey, support ticket, or other information request form.

Automatic collection:

We collect Personal Information automatically from you when you:

- Search for, visit, interact with, or use our websites, applications, mobile applications, or social media portals or platforms.
- Use our goods or services (including through a device).
- Access, use, or download content from us.
- Open emails or click on links in emails or advertisements from us.
- Otherwise interact or communicate with us (such as when you attend one of our events or locations, when you request support or send us information, or when you mention or post to our social media accounts).

Collection from third parties:

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

- Those who a relationship with or that provide or publish Personal Information related to you.
- Regulators, professional or industry organizations and certification / licensure agencies that provide or publish Personal Information related to you.
- Third parties and affiliates who deal with or interact with you or us.
- Service providers and business partners who work with us and that we may utilize to deliver certain content, products, or services.
- Marketing, sales generation, and recruiting business partners.
- 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 Privacy Notice with the following categories of recipients:

Our employees and our affiliates. We may share your Personal Information amongst our employees, affiliates, divisions and Subsidiaries within Hatch for business and operational purposes.

Lawfulness – YES
Consent required – NO

Your Organization and Contacts. We may share your Personal Information with your organization and others with whom you have a relationship in order to fulfil or perform a contract or other legal obligation, including with third parties that arrange or provide you with access to our goods or services and who pay us in connection with such access. We may also share your Personal Information with your contacts if you are in the same organization or to facilitate the exchange of information between you and the contact(s).

Lawfulness – YES
Consent required – NO

Business Partners. We may share your Personal Information with our business partners to jointly offer, provide, deliver, analyze, administer, improve, and personalize products or services or to host events. We may also pass certain requests from you or your organization to these business providers.

Lawfulness – YES
Consent required – NO

I & AP Processes in General. We may share your Personal Information in respect of I&AP applications, on report submissions, to the relevant decision-making authorities, to other I&APs / stakeholders, during the reviewing process, Reports may be published online or in public places (e.g. libraries) or distributed by I&APs once in the public domain.

Lawfulness – YES
Consent required – NO

Third-party Content Providers. We may share your Personal Information with our third-party content providers to perform tasks on our behalf and to assist us in providing, delivering, analyzing, administering, improving, and personalizing content related to our relationship with you, including financial benefits etc and may to this end pass certain requests from you or your organization to these providers.

Lawfulness – YES
Consent required – NO

Cyber Third-party Service Providers. We may share your Personal Information with our cyber service providers to perform tasks on our behalf and which are related to our relationship with you, including those who provide technical and/or customer support on our behalf, who provide application or software development and quality assurance, who provide tracking and reporting functions, research on user demographics, interests, and behavior, and other products or services. These service providers may also collect Personal Information about or from you in performing their services and/or functions. We may also pass certain requests from you or your organization to these service providers.

Lawfulness – YES
Consent required – NO

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 – YES
Consent required – NO

Other Disclosures. We may disclose your Personal Information to third parties if we reasonably believe that disclosure of such information is helpful or 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 – YES
Consent required – NO

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 organizational measures designed to protect the security of Personal Information. In this regard we will conduct regular audits regarding the safety and the security of your Personal Information.
- 7.2 Your Personal Information will be stored electronically and in some cases in hard copy in files and records, 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 due to the fact that the purpose for which the Personal Information was held has come to an end, such Personal Information will be retained in accordance with the Company records retention schedule, which varies depending on the type of processing, the purpose for such processing, the business function, record classes, and record types. We calculate 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 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 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.

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, including the Company's divisions, subsidiaries, trading partners, agents, auditors, organs of state, regulatory bodies and/or national governmental, provincial, or local government municipal officials, or overseas trading parties or agents, but such disclosure will always be subject to an agreement which will be concluded as between ourselves and the party to whom we are disclosing your Personal Information to, which contractually obliges the recipient of your Personal Information to comply with strict confidentiality and data security conditions.

8.2 Where Personal Information and related data is transferred to a country which is situated outside South Africa, your Personal Information will only be transferred to those countries which have similar data privacy laws in place or where the recipient of the Personal Information concludes an agreement which contractually obliges the recipient to comply with strict confidentiality and data security conditions and which in particular will be to a no lesser set of standards than those imposed by POPIA.

9. YOUR RIGHTS

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

- **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 done by following the process set out under the Company PAIA Manual.
- **The right to rectification** - You have the right to ask us to update or rectify any inaccurate Personal Information which we hold of yours, which can be done by accessing the update / rectification request.

- **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 by accessing the objection request.
- **The right to withdraw consent** - Where you have provided us with consent to process your Personal Information, you have to 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 housed on the Company website at: <https://www.hatch.com/About-Us/Privacy-Statement>

10. CHANGES TO THIS PRIVACY STATEMENT

- 10.1 As the Company changes over time, this Processing Notice is expected to change as well.
- 10.2 The Company reserves 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 the Company Website.
- 10.3 We therefore request that you to visit our website frequently in order to keep abreast with any changes.

11. PROCESSING OTHER PERSONS PERSONAL INFORMATION

- 11.1 If you process another's Personal Information on the Company's behalf, or which we provide to you in order to perform your contractual or legal obligations or to protect any legitimate interest, you will:
- if you are processing such Personal Information as our Operator as defined under POPIA, process all and any such Personal Information in compliance with the obligations set out under our standard "Operator Agreement" housed on our website; or
 - where not acting as an Operator, nonetheless keep such information confidential and secure as per POPIA and you will not, unless authorized to do so, process, publish, make accessible, or use in any other way such Personal Information unless in the course and scope of your duties, and only for the purpose for which the information has been received and granted to you, and related to the duties assigned to you.

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 emailed to our Information Officer, whose details are as follows:

Jabulile Prudence Sibanyoni
Tel: 011 239 5694
Email: jabu.sibanyoni@hatch.com

- 12.2 Should you wish to discuss a complaint, please feel free to contact us using the details above. All complaints will be treated in a confidential manner.
- 12.3 Our offices are open 9:00 am – 4.00 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/infoereg/>>.

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:
- you acknowledge that you understand why your Personal Information needs to be processed;
 - you accept the terms which will apply to such processing, including the terms applicable to the transfer of such Personal Information cross border;
 - where consent is required for any processing as reflected in this Processing notice, you agree that we may process this particular Personal Information.
- 13.2 Where you provide us with another person's Personal Information for processing, you confirm that that you have obtained the required permission from such person (s) 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 whom 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 Organization or entities' Personal Information.

End