




Policy and Procedures			
Document Status- Approved			
LEGAL - PRIVACY STATEMENT			
Doc no: LSF_PEP_LGL001_PS	Rev. 01	Date: 30-04-2025	

PRIVACY STATEMENT

	Name:	Signature:	Date
Recommended by:	Nokuphila Buthelezi		29.04.2025
Approved by:	Irshaad Kathrada		30.04.2025



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1. INTRODUCTION

The Localisation Support Fund (LSF) was founded in 2021 and is a non-profit and public benefit organisation dedicated to strengthening South Africa's manufacturing base, by funding research, feasibility studies, and technical expertise, and in so doing, may be required to collect, use, and store Personal Information of clients and other stakeholders.

At the LSF, we are committed to protecting the Company's privacy and ensuring that your personal information is treated with utmost confidence. This is in line with the South African Constitution, which protects a person's right to privacy, which includes the right to protection against unlawful collection, retention, dissemination, and use of the person's Personal Information.

The LSF follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA), the regulation of the collection, use, storage, disclosure and processing of Personal Information in accordance with the requirements of the Act espouses the constitutional values of democracy, openness, and recognising the need for economic and social development.

2. DEFINITIONS

"The Company" refers to the third-party company or individuals with which the LSF has engaged.

"Personal Information" means information relating to an identifiable, living, natural person and, where it is applicable, identifiable, existing juristic person.

"Processing" means the creation, generation, communication, storage, and destruction of personal information.

"Data Breach" is defined as any unauthorized or unlawful access to, acquisition of, use, disclosure, alteration, or destruction of personal information, or any loss of such information, that compromises the security, confidentiality, or integrity of the personal information.


"Cross-Border Data Transfer" refers to the transmission of personal information from South Africa to a foreign country or to an international organization or vice versa.

3. INFORMATION WE COLLECT

3.1 Personal Information you give to us

This includes any information that we collect from you,

- When you apply or submit documentation to render services;
- Complete a survey;
- When you contact us, or we need to contact you, and you provide information directly to us.

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3.2 Personal Information We Collect

- Name, Surname, and Company name;
- Contact number and email address;
- Registration, identity, or passport number;
- Date of registration or date of birth;
- Physical registered or operating address.

3.3 Information from third-party sources

We may receive additional information about you that is publicly available and combine that with the Personal Information we have collected or received about you using other means. We may also collect Personal Information from third parties to assess and/or verify your eligibility for an application for our services, in which case we will first ask for your consent before processing such Personal Information

3.4 Special Personal Information

In limited circumstances, we may collect and process your Special Personal Information. When we process your Special Personal Information, we will ensure that we obtain your prior consent to do so.

The LSF will process your personal information for specific purposes and for those purposes only. We will also not collect more information than what is required for a specific purpose.


4. HOW WE USE COMPANY INFORMATION

The LSF uses company personal information for several purposes, inter alia.

- **Providing Assistance:** Company information is used to assess your application and deliver the services requested, such as project updates or access to project resources.
- **Contractual Obligations:** The company information helps the LSF fulfill contractual obligations, ensuring that commitments made are kept.
- **Company Support:** Contact details are used to respond to inquiries, provide assistance, and resolve any issues related to the assistance provided.
- **Production Optimization:** Data helps the LSF identify areas for improvement.
- **Compliance with Laws:** Company information may be used to comply with legal requirements, such as maintaining records for tax purposes or responding to legal requests.
- **Payments:** processing payment instructions.

In addition, we process personal information in accordance with Section 11 of POPIA, including (but not limited to) instances where processing is necessary for:

- the performance of a contract to which the data subject is party;
- compliance with an obligation imposed by law;
- the legitimate interests of the LSF or a third party (except where overridden by the data subject's privacy rights);
- the performance of a public law duty; or
- where the data subject has given their voluntary, specific, and informed consent.

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It is your right to refuse to provide the LSF with your Personal Information, but this refusal may limit the LSF's ability to provide you with full and adequate services.

5. INFORMATION SHARING

We will share the Personal Information we collect and receive with:

- **Our affiliates** – e.g., contributors and the Board to ensure transparency on how we use the contributions.
- **Internally** with our employees and third-party service providers who will be assigned to process your application and payments.
- **Other parties** in response to **legal** processes, according to a court subpoena, or when necessary to conduct or protect our legal rights.
- **Consultants** that provide services to us or act on our behalf may gain access to the Personal Information about you. These consultants' access to Personal Information will be limited to such Personal Information necessary for the rendering of services to you.

The LSF respects the confidentiality of information provided by stakeholders. Where information is clearly identified by the stakeholder as confidential and commercially sensitive, the LSF will take reasonable measures to protect such information from unauthorized disclosure and will only use it for the purpose for which it was disclosed.

However, the LSF may use information that is not specifically identified as confidential to inform its broader research, stakeholder engagement, policy development, and industrial support initiatives, provided that such use does not disclose the source of the information or reveal confidential business or personal details.

Information that:


- is publicly available;
- becomes publicly available through no fault of the LSF;
- is lawfully obtained from a third party without breach of any obligation;
- or is independently developed by the LSF without reliance on confidential information;

shall not be considered confidential.

In instances where a stakeholder wishes to restrict broader use of particular information, such restrictions must be agreed in writing at the time of disclosure.

6. CROSS-BORDER DATA TRANSFER

We are based in and operate from the Republic of South Africa. Your information, including Personal Information, may in certain circumstances be transferred to and maintained on servers located outside

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the borders of South Africa or the country of your residence, where the data privacy laws, regulations and standards, may not be equivalent to the laws of South Africa and those of your country of residence. In such an instance, we will endeavor to ensure that the Act's minimum requirements are upheld in the applicable jurisdiction(s).


Your use of the Website and furnishing of Personal Information in support of your application for our services represent your consent to such transfer.

We will take all steps reasonably necessary to secure the Personal Information in accordance with this Statement.

7. THE COMPANY RESPONSIBILITIES

To ensure the effectiveness and integrity of the services provided by the LSF, companies providing information to the LSF have the following responsibilities:

- The Company must ensure that all personal and financial information provided to LSF is accurate, complete, and up-to-date.
- The Company is responsible for promptly notifying LSF of any changes to their information to maintain accuracy.
- The Company must ensure that they have a lawful basis for providing personal information to LSF, in compliance with the POPIA and other applicable laws, this includes obtaining necessary consent from individuals whose personal information is provided to LSF.
- The Company must comply with all relevant data protection principles, including;
 - Collecting data only for specified, explicit, and legitimate purposes
 - Ensuring data is adequate, relevant, and not excessive in relation to the purposes for which it is processed.
 - Retaining data only for as long as necessary to fulfill the purposes for which it was collected.
- The Company must promptly notify LSF if they become aware of any data breaches or security incidents that may affect the personal information provided to LSF
- The Company should ensure that their employees are trained on data protection requirements and understand their responsibilities regarding the accuracy and lawfulness of data provided to LSF
- The Company agrees to indemnify and hold LSF harmless from any claims, damages, or liabilities arising out of their failure to comply with these responsibilities

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8. THE COMPANY RIGHTS

Under POPIA, the Company has the following rights:

- **Right to Access:** the right to request access to the personal information we hold about you.
- **Right to Rectification:** the right to request that we correct any inaccurate or incomplete personal information we hold about you.
- **Right to Erasure:** the right to request that we erase your personal information, subject to certain exceptions.
- **Right to Object:** the right to object to the processing of your personal information, subject to certain exceptions.
- **Right to Portability:** the right to request that we transfer your personal information to another organization, subject to certain exceptions.
- **Right to Request Information:** the right to request information about cross-border data transfers, including the countries to which their data is transferred and the safeguards in place to protect their data.

9. CONSEQUENCES OF NON-COMPLIANCE:


Failure to comply with these responsibilities may result in LSF taking corrective action, including suspending services, terminating agreements, or pursuing legal remedies as appropriate.

10. DATA SECURITY

The LSF takes reasonable measures to protect the Company's information from unauthorized access, use, or disclosure. These measures include:

- **Secure Storage:** Storage of the Company's personal information in secure databases and systems.
- **Encryption:** Encryption of the Company's personal information when it is transmitted over the internet.
- **Access Controls:** Restrict access to the Company's personal information to only authorized personnel.

We retain personal information only for as long as necessary to fulfil the purposes for which it was collected, or as required by applicable law or regulations. Thereafter, information will be securely destroyed or de-identified.

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11. CONTACT INFORMATION

In terms of POPIA, the LSF has appointed an Information Officer to oversee compliance with data protection obligations. Any POPIA-related queries or concerns may also be directed to:

- Information Officer: Irshaad Kathrada
- Email: info@lsf-sa.co.za
- Telephone: 011 269 3736

You also have the right to lodge a complaint with the Information Regulator of South Africa.

- Website: www.inforegulator.org.za
Email: POPIAComplaints@inforegulator.org.za

12. UPDATES TO POLICY

The LSF shall communicate the Privacy Policy to stakeholders via email or website notifications.

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Document Pack Id: d1cC1XQMhwtDh3196875e35c2

Document Id: d1cC1XQMhwtDh3196875e35c2_Wn7H3qDHoL7KZp

Document 1 of 1


Document Name: LSF Privacy Statement_v1.pdf


Audit Trail

2025-05-05 10:51:58 SAST	Status marked as complete.	***.***.***.***
2025-05-05 10:51:52 SAST	i*****@lsf-sa.co.za (CEO) completed signing document	***.***.***.***
2025-05-05 10:51:20 SAST	i*****@lsf-sa.co.za (CEO) accepted QuicklySign Terms and Conditions	***.***.***.***
2025-05-05 10:51:16 SAST	i*****@lsf-sa.co.za (CEO) opened document via authenticated session	***.***.***.***
2025-05-02 17:44:51 SAST	Email has been received by i*****@lsf-sa.co.za mail server	***.***.***.***
2025-05-02 17:44:46 SAST	Signature request sent to: i*****@lsf-sa.co.za (CEO)	***.***.***.***
2025-04-30 17:44:41 SAST	Email has been received by i*****@lsf-sa.co.za mail server	***.***.***.***
2025-04-30 17:44:35 SAST	Signature request sent to: i*****@lsf-sa.co.za (CEO)	***.***.***.***
2025-04-30 17:44:28 SAST	Nokuphila Buthelezi changed the status to:awaiting_signatures	***.***.***.***
2025-04-30 17:43:42 SAST	n*****@lsf-sa.co.za (Nokuphila Buthelezi) uploaded document	***.***.***.***

Please email support@quicklysign.com to request access to signatory contact information, should you require it.

Signers

<i>Nokuphila Buthelezi</i>	
Date completed: 2025-04-30 17:44:20 SAST (Signed in setup)	

<i>CEO</i>	
Date completed: 2025-05-05 10:51:24 SAST	

Supporting documentation

Supporting documents that were uploaded, as part of the signing process, can be found on the document page online.

Online verification

This document can be verified online here

https://financial.quicklysign.com/verify_document/d1cC1XQMhwtDh3196875e35c2_Wn7H3qDHoL7KZp