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PROTECTION OF PERSONAL INFORMATION POLICY

	NAME	SIGNATURE	DATE
APPROVED:	G.O. FOURIE		15 September 2023

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1. DEFINITION

- **SATS** – Safety and Training Solutions (Pty) Ltd
- **POPI** – South African *Protection of Personal Information Act, No. 4 of 2013* ("**POPI**"), as amended.
- **THIRD / EXTERNAL PARTY** – Refers to clients, Statutory body, or relevant SETA Accreditation Body.

2. PRIVACY AND PERSONAL INFORMATION POLICY

Safety and Training Solutions Pty Ltd. (reg: 2016/532908/07) ("**SATS**") adheres to the highest standards of protecting your personal information when we process it by virtue of your use of our Services, your use of our website www.satsolutions.co.za or any of its related blogs, websites, applications or platforms (collectively, "**the Website**"), or by providing us with your personal information in any other way (such as being involved in tests or assessments).


As such, we have created this specific and detailed Privacy Policy for you to read and appreciate exactly how we safeguard your personal information and respect your privacy ("**Policy**").

- Please note that SATS is a private limited liability company duly registered and operating in accordance with the laws of South Africa.
- For more information regarding your personal information lawfully stored or used by SATS, please contact **George Fourie**, george@satsolutions.co.za who will gladly assist.
- Not all terms are necessarily defined in order.
- Please ensure that you read all the provisions below, and our other SATS rules and policies which may apply from time to time and made available to you, to understand all of your, and our, rights and duties.

3. PURPOSE

This Privacy Policy aims to give you information on how SATS collects and processes your personal data through any form of your engagement with SATS such as your engagement with us when contracting or corresponding with us, when using our Services, or providing us with your personal information in any other way, such as when participating in surveys, participating in training and assessments or any other training administrative requirements.

- 3.1** This Privacy Policy complies with, and facilitates the obligations required from, the South African *Protection of Personal Information Act, No. 4 of 2013* ("**POPI**"), as amended.
- 3.2** Users with citizenships from jurisdictions other than of South Africa, please note that SATS complies with all South African data protection laws when processing your personal information pursuant to the Services as we are a South African entity operating in the South African market. Should foreign law be applicable in any regard to your use of the Services and/or the Website in any way, including how we may process your personal information, please contact SATS at george@satsolutions.co.za who will gladly engage you on its application and your rights.
- 3.3** It is important that you read this Privacy Policy together with any other privacy policy or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you, so that you are fully aware of how and why we are using your data. This Privacy Policy supplements the other notices and is not intended to override them.
- 3.4** By virtue of the fact that our business is centered around people skills development interventions, we have to process categories of personal data, including gender, contact details and ID numbers, but same processing is always at standards higher than conventional data, and is, for the vast majority of the time, on

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specific instruction from another "Responsible Party" (for example the external SETA accreditation bodies) who uses SATS for its analysis and "Operator" functions.

3.5 Controller and Operator

- 3.5.1 SATS is the "Responsible Party" and is responsible for your personal data in instances where we decide the processing operations concerning your personal data, and for the purposes and needs of SATS only.
- 3.5.2 We also operate as a "Operator" of personal data on behalf of a third-party Responsible Party (such as our clients who wish to attain analysis of candidates and/or assessors who provide us with data from their own Responsible Parties), where that Responsible Party's privacy terms will apply. Please consult the privacy policy of any such parties to whom you may be providing your personal data as their terms will apply as they are the Responsible Party directing us to process your personal data for *their* purposes.
- 3.5.3 We have appointed a data representative at SATS who is responsible for overseeing questions in relation to this Privacy Policy. If you have any questions about this Privacy Policy, including any requests to exercise your legal rights, please contact the representative using the details set out below.

3.6 Our Contact Details

- 3.6.1 Our full details are:
 - Full name of legal entity: **Safety and Training Solutions Pty Ltd.**
 - Name of Information Officer: George Fourie
 - Email address: george@satsolutions.co.ca
 - Telephone number: **+27 83 456 9998**
- 3.6.2 You have the right to make a complaint at any time to the South African regulator's office (Information Regulator's Office of South Africa). We would, however, appreciate the chance to deal with your concerns before you approach any such regulator, so please contact us in the first instance.

3.7 Changes to the Privacy Policy and your Duty to Inform us of Changes


- 3.7.1 This Privacy Policy version was last updated on 30 June 2021 and historic versions are archived and can be obtained by contacting us.
- 3.7.2 It is important that the personal data we hold about you is accurate and current.

3.8 Third-Party Links on Website or otherwise

- 3.8.1 The Website may include links to third-party websites and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements or terms. When you leave our website, or engage with such third parties, we encourage you to read the distinct privacy policy of every third-party you engage with.

4. THE DATA WE COLLECT ABOUT YOU

- 4.1 Personal data, or personal identifiable information, means any information about an individual, both natural and juristic entities (i.e., people and companies), from which that entity can be identified. It does not include data where the identity has been removed (anonymous data).
- 4.2 We may collect, use, store, and transfer ("**process**") different kinds of personal data about you, for our own purposes, which we have grouped together as follows:

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- a) **Identity Data** including first name, last name, ID Number, gender, or the information about your company such as company registration details, company address and name.
- b) **Contact Data** including email addresses, and telephone numbers.
- c) **Social Media Data** including all information accessible on your publicly available profile such as images, photos, photo tags, likes, followers, comments, posts and stories.
- d) **Transaction Data** including details about payments to and from you, contracts, contractual terms, contract fees, signups, subscriptions, invoices and other details of products and services you have obtained from us or provide to us.
- e) **Qualifications Data** including highest level of education / qualifications, discipline (HR, Marketing etc.), job title, employment history, current employer (only in some cases) and years' experience.
- f) **Usage Data** including information about how you use our company, Website, surveys, events, and services and
- g) **Marketing and Communications Data** including your preferences in receiving notices and marketing from us and our third parties and your communication preferences.


4.3 We also collect, use and share **Aggregated Data** such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does **not** directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific Website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this Privacy Policy.

4.4 Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with services or allow you to provide us with your services).

5. HOW IS YOUR PERSONAL DATA COLLECTED?

5.1 We use different methods to collect data from and about you, including through:

- 5.1.1 **Direct interactions:** You may give us your **Identity, Contact, Profile, Social Media, Transaction, Qualifications, Marketing and Financial Data** by filling in various SATS forms, Website forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:
 - a) use our Services.
 - b) contract with us.
 - c) consult with us.
 - d) complete forms.
 - e) interact with us via webinar or social platform group, such as a Facebook™ group.
 - f) provide any services to us as a service provider or independent contractor on contract with us.
 - g) request information to be sent to you.
 - h) attend any SATS event whether online or in person or
 - i) give us some feedback.

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- 5.1.2 **Automated technologies or interactions:** As you interact with our Website, we may automatically collect **Technical Data, Profile** and **Usage Data** about your equipment, browsing actions and patterns. We may collect this personal data by using cookies, server logs and other similar technologies. We may also receive Technical Data about you if you visit other websites employing our cookies.

6. HOW WE USE YOUR PERSONAL DATA

- 6.1 We will only use your personal data when the law allows us to and for legitimate reasons, which you hereby expressly understand and consent to. Most commonly, we will use your personal data in the following circumstances:


- where we have your express consent to do so;
- where we need to consult with you or perform on the Services contract we are about to enter into or have entered into with you;
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests; and/or
- where we need to comply with a legal or regulatory obligation.

6.2 Purposes for which we will use your personal data:


We have set out below, in a table format, a description of all the ways we plan to use your personal data for our own purposes, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are, where appropriate, and which exact External Third Parties your personal data is handed to for the same reasons.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground, we are relying on to process your personal data where more than one ground has been set out in the table below.


PURPOSE / ACTIVITY	TYPE OF DATA	LAWFUL BASIS FOR PROCESSING INCLUDING BASIS OF LEGITIMATE INTEREST	SPECIFIC EXTERNAL THIRD PARTY TO WHOM THE INFORMATION IS PROVIDED (IF ANY)
To engage with you after you have contacted us requesting an engagement via email or otherwise	<ul style="list-style-type: none"> Identity Contact Information Marketing and Communications 	<ul style="list-style-type: none"> Express consent Performance of a contract with you Necessary for our legitimate interests (to contact a person who has a legitimate desire to engage us for valid business purposes) 	<ul style="list-style-type: none"> SATS Customer base – based in South Africa. SATS Customer base – not based in South Africa. External service providers with whom SATS have an SLA in place. Relevant Training SETA's
To provide you with our Services as a learner during training activities or when performing any assessment	<ul style="list-style-type: none"> Identity Contact Profile Technical Qualifications Usage 	<ul style="list-style-type: none"> Performance of a contract with you Express consent Necessary to comply with a legal obligation. Necessary to comply with 	<ul style="list-style-type: none"> SATS employees External service providers who provide a service to SATS

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		relevant SETA accreditation bodies. <ul style="list-style-type: none"> Necessary for our legitimate interests (to provide you with the Services you contracted to acquire from us, and to keep our records updated and to study how engagees use our Services) 	
To contract with you as a service provider to SATS	<ul style="list-style-type: none"> Identity Contact Financial Transaction Service Level Agreement 	<ul style="list-style-type: none"> Performance of a contract with you Express consent Necessary to comply with a legal obligation. Necessary for our legitimate interests (to allow you to provide us with your services, and to keep our records updated and to study how we may use third-party services) 	<ul style="list-style-type: none"> SATS Management representative
To provide you with our Services as a Client	<ul style="list-style-type: none"> Identity Contact Technical Usage Financial Transactional Quotes and training schedules Service Level Agreement Marketing and Communications 	<ul style="list-style-type: none"> Performance of a contract with you Express consent Necessary to comply with a legal obligation. Necessary to comply with relevant SETA accreditation bodies. Necessary for our legitimate interests (to provide you with the Services you contracted to acquire from us, and to keep our records updated and to study how engagees use our Services) 	<ul style="list-style-type: none"> SATS Representative
To allow you to use the Website or participate in any SATS event.	<ul style="list-style-type: none"> Identity Contact Usage Technical Profile 	<ul style="list-style-type: none"> Performance of a contract with you Necessary to comply with a legal obligation. Necessary for our legitimate interests (to provide you with the Services you contracted to acquire from us, and to 	<ul style="list-style-type: none"> SATS Representative

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		keep our records updated and to study how engagees use our Services) • Express consent	
To provide it to our authorised third-party service providers who need your personal data to provide their private services to you (such as payment gateway providers, Test Providers and Assessors)	• Identity • Contact • Financial • Transaction	• Performance of a contract with you • Necessary for our legitimate interests (to provide you with the Services you have contracted from the authorised third-party, and to develop our services and grow our organisation) • Express consent	• SATS Representative
To process and service your payment for any services rendered by SATS or its service providers. To manage payments, fees, and charges	• Identity • Contact • Financial • Transaction	• Performance of a contract with you • Necessary for our legitimate interests (to make or receive necessary organisation payments) • Express consent	• SATS Representative
To manage our relationship with you which may include notifying you about changes to our terms or Privacy Policy or Services	(a) Identity (b) Contact (c) Marketing and Communications	• Performance of a contract with you • Necessary to comply with a legal obligation. • Necessary for our legitimate interests (to keep our records updated and to study how engagees use our Services) • Express consent	• SATS Representative • SATS External Service Provider
To administer and protect our organization and our website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	• Identity • Contact • Technical • Usage	• Necessary for our legitimate interests (for running our organisation, provision of administration and IT services, network security, to prevent fraud and in the context of an organisation restructuring exercise) • Necessary to comply with a legal obligation. • Express consent	• SATS Representative • SATS External Service Provider

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7. MARKETING

We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising. To manifest your rights attached to any marketing sent to you as an existing customer, please use the in-built prompts provided on those communications, or contact us.

You will receive marketing communications in respect of various training services we offer from us if you have requested information from us, have participated in any SATS Service or event, or if you provided us with your details when registering for a promotion or event and, in each case, you have not opted-out of receiving that marketing.

7.1 Third-Party Marketing

Whilst we may use your personal data within our SATS organisation group, we will get your express opt-in consent before we share your personal data publicly with any entity outside the SATS group of organizations for public purposes.

7.2 Opting Out

You can ask us or authorised third parties to stop sending you marketing messages at any time by contacting us or the relevant third party at any time and requesting us to cease or change your marketing preferences.

Where you opt-out of receiving these marketing messages, this opt-out will not apply to other personal data of yours which we process for another lawful basis.

7.3 Change of Purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

8. DISCLOSURES OF YOUR PERSONAL DATA


8.1 We may have to share your personal data with the parties set out below for the purposes set out in the table above.

- External Third Parties as set out in the policy.
- Specific third parties listed in the table above and/or
- Third parties to whom we may choose to sell, transfer, or merge parts of our organisation or our assets. If a change happens to our organisation, then the new owners may use your personal data in the same way as set out in this Privacy Policy.

8.2 We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions and standards.

8.3 Express Cookies provision

The Website may make use of "cookies" to automatically collect information and data through the standard operation of the Internet servers. "Cookies" are small text files a website can use (and which we may use) to recognise repeat users, facilitate the user's on-going access to and use of a website and allow a website to

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track usage behaviour and compile aggregate data that will allow the Website operator to improve the functionality of the Website and its content, and to display more focused advertising to a user by way of third party tools.

The type of information collected by cookies is not used to personally identify you. If you do not want information collected through the use of cookies, there is a simple procedure in most browsers that allows you to deny or accept the cookie feature. Please note that cookies may be necessary to provide you with certain features available on our website, and thus if you disable the cookies on your browser you may not be able to use those features, and your access to our Website will therefore be limited. If you do not disable "cookies", you are deemed to consent to our use of any personal information collected using those cookies, subject to the provisions of this Policy and our other policies or terms.

8.4 International transfers

We share your personal data within the SATS group of organisations and affiliates, and this may involve transferring and processing your data outside of South Africa.

Whenever we transfer your personal data out of either territory, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We will only ever share data with an entity with whom we have a contract specifically detailing all same parties' duties in relation to your data, and
- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the Information Regulator's Office of South Africa and/or,
- Where we use certain service providers, we may use specific contracts/clauses approved by the Information Regulator's Office which give personal data the same protection it has in South Africa.

Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of South Africa.

8.5 Data security


We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed by using data encryption via strong SSL certificates, secure database hosting, restricted database access as well as best practices around server and application maintenance and updates. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a legitimate need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

8.6 Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data, any other South African applicable law requiring us to retain the data and whether we can achieve those purposes through other means, and the applicable legal requirements.

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Details of retention periods for different aspects of your personal data are available from us by contacting us.

In some circumstances you can ask us to delete your data; see below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

8.7 Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data where we are the relevant "Responsible Party" over such personal data. Please contact us to find out more about, or manifest, these rights:

- request access to your personal data.
- request correction of your personal data.
- request erasure of your personal data.
- object to the processing of your personal data.
- request a restriction of processing your personal data.
- request transfer of your personal data; and/or
- right to withdraw consent.


You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

8.8 Glossary

- **Lawful Basis**
- **Legitimate Interest** means the interest of our organisation in conducting and managing our organisation to enable us to give you the best service and the most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).
- **Performance of Contract** means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.
- **Comply with a legal or regulatory obligation** means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

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- **Express consent** means the confirmed express consent you have provided to our processing of your personal data by actively accepting this Privacy Policy.


8.9 Third Parties

- **Internal Third Parties** means other entities or parties in the SATS group acting as joint controllers or processors and who are based in South Africa and provide IT and system administration services and undertake reporting.
- **External Third Parties** means:
 - a) Authorized third-party service providers under contract with SATS who need your personal information in order to contact and transact with you pursuant to your use of the Services (such as Test Providers and/or Assessors).
 - b) specific third parties who have been identified in the table above.
 - c) service providers acting as processors based in South Africa who provide IT and system administration services.
 - d) South African or other national governments and/or their respective authorities pursuant to our adherence with anti-corruption and crime-fighting legislation and/or
 - e) professional advisers acting as processors or joint controllers including lawyers, bankers, auditors and insurers based in South Africa who provide consultancy, banking, legal, insurance and accounting services as required.

8.10 Your legal rights

You have the right to:

- **Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- **Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no valid reason for us to continue to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. **Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be communicated to you, if applicable, at the time of your request.**
- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which overrides your rights and freedoms.

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- **Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios:
 - a) if you want us to establish the data's accuracy.
 - b) where our use of the data is unlawful, but you do not want us to erase it.
 - c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims or
 - d) you have objected to our use of your data, but we need to verify whether we have overriding legitimate grounds to use it.
- **Request the transfer** of your personal data to you or to a third party. We will provide you, or a third party you have chosen, with your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided with your consent for us to use or where we used the information to perform on a contract with you.
- **Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. **Please take note that regardless of your right to withdraw consent under POPI, other South African legislation applies and may require that we continue to process your data in order to comply with anti-corruption, crime-fighting and/or other national legislation, which you expressly understand and agree to.**