

CEF Group Privacy Notice

The CEF Group recognises and is committed to the protection of Personal Information (as defined under the Protection of Personal Information Act, 4 of 2013 (**POPIA**)) when processing your Personal Information.

This Privacy Notice explains how we obtain, use and disclose your personal information and aims to inform you of your rights and how to exercise them.

1. INTRODUCTION

CEF is a Schedule 2 state owned diversified energy company reporting to the Department of Mineral and Petroleum Resources. The Mandate of CEF is to contribute to the security of energy supply of South Africa and the Region through exploration, acquisition, development, marketing and strategic partnership. It is derived from the CEF Act (No 38 of 1977) and the Ministerial directives issued thereafter.

Established in the 1950s, CEF has played a central role in ensuring South Africa's energy security supply and making a significant contribution to the South African economy and being a strategic partner to the Department of Mineral Resources and Energy providing insights in support of policy development and regulation.

CEF has a number of subsidiaries (which comprise the CEF Group) namely:

- 1.1. The African Exploration Mining and Finance Corporation (**AEMFC**).
- 1.2. The South African Gas Development (**iGas**).
- 1.3. The South African Agency for Promotion of Petroleum Exploration and Exploitation (**PASA**);
- 1.4. The Petroleum Oil and Gas Corporation of South Africa (**PetroSA**).
- 1.5. Strategic Fuel Fund Association (**SFF**); and
- 1.6. The South African National Petroleum Company (**SANPC**).

2. DEFINITIONS

- 2.1. **Customer** means a prospective Service Provider, servicer provider, prospective employee, any party to or about to enter an agreement with the CEF Group.
- 2.2. **Information Regulator** means the South African Information Regulator established in terms of POPIA.
- 2.3. **Personal Information** has the meaning set out in section 1 of POPIA.

Process has the meaning set out in section 1 of POPIA. Processing shall have the corresponding meaning.

- 2.4. **Responsible Party** means a public or private body or any other person which alone or in conjunction with others, determines the purpose of and means for Processing Personal Information.
- 2.5. **Special Personal Information** has the meaning set out in section 1 of POPIA.
- 2.6. **Service Provider** includes consultants, contractors, suppliers, Agencies

3. WHAT INFORMATION WE PROCESS AND HOW WE COLLECT IT

We may collect and Process different types of personal information from a customer that CEF Group may engage or establish a relationship within the course of pursuing its mandate. These may include but not limited to:

- 3.1. **Basic personal details** such as your name, age, sex, and job title.
- 3.2. **Contact information** such as your telephone number and postal or email address.
- 3.3. **Financial information** such as payment related information or bank account details.
- 3.4. **Demographic information** such as your address, preferences or interests.
- 3.5. **Identification and other background verification information** such as a copy of identification documents to comply with client due diligence/know your client/anti-money laundering laws and collected as part of our client acceptance and ongoing monitoring procedures.
- 3.6. **Recruitment related information** such as your curriculum vitae, qualifications and employment history, including details of professional memberships and other information relevant to potential recruitment to the CEF Group.
- 3.7. **Any other personal information** relating to you that you may provide (including special categories of personal information).

4. PURPOSE FOR PROCESSING PERSONAL INFORMATION

The CEF Group may Process your Personal Information based on one or more of the following reason(s):

- 4.1. **Consent:** when a customer has consented to the processing of personal information, which consent will be obtained at the early stages of the relationship, and such consent may be withdrawn at any time during the relationship.
- 4.2. **Contract:** Processing is necessary to perform in terms of a contract or for the conclusion of a contract entered between CEF Group and the customer to whom personal information belongs to, for the purposes of recruitment related processes,

third party arrangements to secure goods and services or any other purposes in pursuit of CEF Group' mandate.

4.3. **Obligation by law:** The processing of personal information is necessary because CEF Group is under a legal obligation to process the personal information. This include but not limited to reporting of criminal activities, reporting on our BBBEE compliance, conduct Know your client and due diligence on CEF Group customers.

4.4. **Legitimate interest:** The processing of personal information is necessary to pursue or protect the legitimate interest of CEF Group' customers or CEF Group. This include but not limited to: enforcing CEF Group' rights and remedies provided under an agreement or under a law; to prevent and report on fraud, money laundering, corruption and other criminal activities; respond to information requests and complaints.

4.5. **Public law duty:** CEF Group as a public body may in some instances process personal information to comply with a public law duty of executing its mandate to secure reliable energy for South Africans.

5. WHO WE SHARE PERSONAL INFORMATION WITH

The CEF Group may share Personal Information with various third party service providers for the purposes of rendering of goods and services. All third party service providers and CEF Group entities are required to take appropriate security measures to protect such personal information.

Our third party service providers include but not limited:

- 5.1. Advisers (e.g. legal, financial, business, risk management or other advisers);
- 5.2. Financial institutions
- 5.3. Auditors;
- 5.4. Our insurers and insurance brokers.
- 5.5. Security agencies.
- 5.6. Law enforcement.

6. HOW DO WE PROTECT YOUR PERSONAL INFORMATION

We are committed to ensuring that your personal Information is secure and protected at all times. to prevent unauthorised access, loss or damage of your personal information.

The CEF Group utilises several measures to ensure that your personal information is secured including but not limited to:

- 6.1. Authentication of external applications.
- 6.2. Password encryption.

6.3. Active directory authentication and security Grouping.

6.4. Standard Role Mechanisms

7. WHAT SHOULD I DO IF MY PERSONAL INFORMATION CHANGES

It is the aim of CEF Group to maintain up to date personal information to ensure that such personal information is accurate. Customers are urged and encouraged to inform the CEF Group when such personal information changes. It is the Customer's responsibility to update the CEF Group of changes to its personal information or correction where such information is not correctly capture. Customers can email popia@cefgroup.co.za to request for an update or changes to their personal information.

8. SHARING OF PERSONAL INFORMATION WITHIN THE GROUP

In general, the CEF Group will only share Customers' personal information (other group entities, any connected companies, subsidiary companies, associates, affiliates or successors in title and/or appointed parties if any one or more of the following apply:

- 8.1. If the Customer has consented to this.
- 8.2. If it is necessary to conclude or perform an obligation under a contract the CEF Group has with the Customer.
- 8.3. Required by law; or
- 8.4. If it is necessary to protect or pursue the customer's, the group's or a third party's legitimate interest

9. TRANSBORDER FLOW OF PERSONAL INFORMATION

Where applicable and in the event that CEF Group transfers personal information to a recipient that is outside of South Africa, CEF Group shall ensure that such transborder processing occurs in line with the consent of the customer and is in strict adherence to all privacy rules that bind CEF Group.

The recipient of the personal information will agree to be bound by an agreement between CEF Group and the recipient or the country' privacy laws and rules which offer adequate level of protection similar to POPIA or offer better protection.

10. CUSTOMERS DUTIES AND RIGHTS IN RESPECT OF PERSONAL INFORMATION THAT CEF GROUP PROCESSES ABOUT THEM

10.1. Access to Personal Information

You have the right to request a copy of the personal information we hold about you free of charge. However, you may be required to pay a reasonable fee to receive copies records or information on third parties. To request this contact us at popia@cefgroup.co.za by completing a form which can be accessed on our website. You will be required to provide information adequate to prove your identity, your contact details, physical address and specify what information you would like to access.

Customers should note that the right to access personal information may be limited in cases where for example the personal information is considered confidential; competitively sensitive; legally privileged; contains trade secrets or sensitive commercial information; may compromise national security or public safety; may infringe on the data privacy rights of others; or it relates to the CEF group's intellectual property.

10.2. Objection to Processing

In certain cases, you have the right to object to the processing of your personal information free of charge and CEF Group will inform you of this right to object when collecting your personal information. If you want to object, please contact us at popia@cefgroup.co.za and submit a completed Form 1 which can be accessed on our website.

Customers should note that the CEF Group will assess whether there are reasonable grounds on evidence provided, to give effect to the objection.

10.3. Correction of your information

You have the right to ask us to update or correct your personal information free of charge. You may do this by contacting us at popia@cefgroup.co.za and submit a completed Form 2 which can be accessed on our website. A response to such request will be provided to you within 30 days upon receipt.

10.4. Deletion of your information

You have the right to ask for deletion or destruction of your personal information. We will do that unless the law requires us to keep it. You may do this by contacting us at popia@cefgroup.co.za submit a completed Form 2 which can be accessed on our website. A response to such request will be provided to you within 30 days upon receipt.

11. NOTIFICATION OF DATA BREACHES

In the event that a data breach occurs, the CEF Group will inform the Information Regulator, as well as the Customer whose Personal information has been compromised as soon as reasonably possible after the breach has been discovered and in accordance with Section 22 of POPIA.

12. HOW LONG WE KEEP YOUR PERSONAL INFORMATION

The CEF Group will not retain personal information any longer than is necessary for achieving its purpose for which the information was collected unless the retention of personal information is required by law, for business or operational purposes, for contract between the customer and CEF Group, the customer has consented to the retention or CEF Group requires it for statistical or research purposes.

13. CHANGES TO THIS NOTICE

Please note that the CEF Group may amend this Privacy Notice from time to time. It is thus advisable to periodically check this website to obtain the latest version of this Privacy Notice.

14. HOW YOU CAN CONTACT US

If you have any questions/complaints about this privacy notice or how we Process your personal information, please contact us by sending an email to popia@cefgroup.co.za. Note that our office hours are 08h00 to 16h30 from Monday to Friday. All complaints will be treated in a confidential manner.

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 escalated your complaint to the Information Regulator whose details are available on <https://info regulator.org.za/contact-us/>.

