

**DRAFT SCOPING REPORT FOR THE PROPOSED PROSPECTING
ON KLEIN KOGEL FONTEIN FARM, WESTERN CAPE, BY
XWENA KAOLIN (PTY) LTD**

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**Appendix 3:
POPIA Letter**

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BYWERKING VAN BELEID – WET OP DIE BESKERMING VAN PERSOONLIKE INLIGTING (POPI-WET)

Die Wet op die Beskerming van Persoonlike Inligting (ook bekend as die POPI-Wet of POPIA) se oogmerk is om persoonlike inligting te beskerm wat 'n lewende persoon of organisasie identifiseer. Dit is van toepassing op inligting soos, naam; ras; geslag; kontakbesonderhede; identiteitsnommer; finansiële status; mediese-; werks- en kriminele geskiedenis en opvoedingdata. Alle natuurlike- en regspersone moet met ingang van 1 Julie 2021 aan die POPI-Wet voldoen.

Anchor Environmental Consultants (Pty) Ltd en sy filiaal, Anchor Research and Monitoring (Pty) Ltd, hierna verwys as 'Anchor', bied ekologiese en sosio-ekonomiese beoordelings-, navorsings- en moniteringskundigheid om omgewingsbestuur en -beleid in te lig. Ons wens u in te lig van ons voorneme om die beskerming van alle persoonlike inligting wat ons kliënte en belanghebbendes aan ons voorsien, te prioritiseer. Daarom sal Anchor slegs persoonlike inligting insamel, gebruik en hou indien dit vir 'n wettige doel is en sal aan al die aspekte van die POPIA voldoen indien dit gedoen word. Persoonlike inligting sal grootliks tot name en kontakbesonderhede beperk word en sal slegs gebruik word vir die doeleindes van die spesifieke projek waarvoor dit aanvanklik ingesamel is.

Anchor versamel en gebruik persoonlike inligting om:

- Te kommunikeer en wisselwerking te hê met kliënte/geïnteresseerde- en geaffekteerde partye met betrekking tot spesifieke projekte (soos bv. impakbeoordelings- en bestuursplanne). Kommunikasie mag plaasvind deur middel van e-pos, telefoon, pos/koerier of aanlyn (d.m.v. die Maatskappy se webtuiste of sosiale mediaplatforms).
- Inligting of dienste te verskaf, deur kliënte of belanghebbendes versoek.
- Te voldoen aan wetgewing, regulasies and omgewingsprotokolle, byvoorbeeld, die Wet op Nasionale Omgewingsbestuur en die Wet op Nasionale Omgewingsbestuur: Geïntegreerde Kusbestuur.
- Kliënte en belanghebbendes in te lig van veranderinge by Anchor of met Anchor-verwante projekte.

Oor die algemeen samel Anchor persoonlike inligting direk van kliënte in by wyse van kontraktuele- en diensvlakooreenkomste, Memorandums van Verstandhouding en/of via e-pos en getekende registers, met die toestemming van die datasubjek vir die doeleindes van belanghebbende- en openbare deelnemingsdoeleindes. Anchor mag ook persoonlike inligting van ander bronne insamel, indien die POPIA toelaat dat dit gedoen kan word. Dit sluit bv. in lyste van belanghebbendes voorsien deur toegewese Omgewingsassesseringspraktisyns (EAPs) verantwoordelik vir die inligting van belanghebbendes tydens die voltooiing van spesialisstudies. Sodra daar nie meer 'n wettige rede is om persoonlike inligting te hou nie, sal die inligting of vernietig of gede-identifiseer word ('n proses

toegelaat ingevolge die POPIA waarvolgens inligting geredigeer/geskrap word sodat dit nie aan 'n individu of maatskappy verbind kan word nie).

Anchor streef daarna om die agt uiteengesette voorwaardes vir die wettige verwerking van persoonlike inligting wat in die wet omskryf is, na te volg. Addisioneel het ons interne beheerstelsels, tegniese maatreëls en bedryfs-beste-praktyke in plek gestel om persoonlike inligting te beskerm teen toegang deur ongemagtigde persone, onwettige openbaarmaking of oortredings en sal voldoen aan vereistes wat deur die Reguleerder uiteengesit is.

Anchor sal alle redelike stappe neem om te verseker dat die persoonlike inligting akkuraat en bygewerk is, waar nodig. Om die doeltreffendheid van die proses te fasiliteer, versoek Anchor dat u hulle stiptelik van enige veranderinge van u persoonlike inligting in kennis stel.

U privaatheid is baie belangrik vir ons. Ons databasisse sal veilig gestoor word ooreenkomstig besigheids-beste-praktyk en toegang streng beheer word. Ons sal nie u inligting met derde partye deel nie, tensy ons u toestemming het (of tensy ingevolge wet van ons vereis word om dit te doen).

Indien u enige vrae het omtrent die inligting in die brief vervat, moet u asseblief nie huiwer om met Anchor se Inligtingsbeampte, Jessica Dawson, by telefoonnommer (021) 701 3420 of per e-pos by jess@anchorenvironmental.co.za, in verbinding te tree nie.

Die uwe,

Dr Jessica Dawson
POPIA Inligtingsbeampte

POLICY UPDATE – PROTECTION OF PERSONAL INFORMATION ACT (POPIA)

The Protection of Personal Information Act (also known as the POPI Act or POPIA) aims to protect personal information that identifies a living person or organization. This applies to information such as, a name; race; gender; contact information; identity number; financial status; medical, employment and criminal history and education data. All natural and juristic persons must be POPIA compliant as of 1 July 2021.

Anchor Environmental Consultants (Pty) Ltd and its subsidiary, Anchor Research and Monitoring (Pty) Ltd, hereinafter referred to as “Anchor” offer ecological and socio-economic assessment, research and monitoring expertise to inform environmental management and policy. We wish to inform you of our intention to prioritise the protection of all personal information provided to us by our clients and stakeholders. Therefore, Anchor will only collect, utilize, and retain personal information if there is a lawful purpose for do so, and will comply with all aspects of the POPIA in doing so. Personal Information will largely be limited to names and contact details, and will only be utilised for the purposes of the specific project for which it is initially collected.

Anchor collects and uses personal information to:

- Communicate and interact with clients and stakeholders/ interested and affected parties of specific projects (such as impact assessments and management plans). Communication may be undertaken by means of email, phone, post/courier or online (through the company website and social media platforms).
- Provide information or services requested of us by clients or stakeholders.
- Comply with legislation, regulations and environmental protocols, for example, the National Environmental Management: Integrated Coastal Management Act (ICMA), the National Environmental Management Act (NEMA), Environmental Impact Assessment (EIA) Regulations or the National Estuarine Management Protocol.
- Inform clients and stakeholders about changes at Anchor or in Anchor related projects.

Anchor generally collects personal information directly from clients in the form of contractual/ service level agreements, Memoranda of Understanding, and/or via email and signed registers, with the consent of the data subject, for purposes of stakeholder and public participation purposes. Anchor may also collect your personal information from other sources, if POPIA allows for this to be done. This includes, for example, stakeholder lists provided by designated Environmental Assessment Practitioners (EAPs) responsible for stakeholder information during the completion of specialist studies. Once there is no longer a lawful reason for keeping the personal information, the information will either be destroyed or “de-identified” (a process allowed in POPIA and by which information is redacted/deleted so that it cannot be linked to an individual or company).

Anchor endeavours to follow the eight conditions set out for the lawful processing of personal information described in the Act. Additionally, we have put in place internal control systems, technical measures and industry best practices to safeguard personal information against access

by unauthorised persons, unlawful disclosure, or breaches, and will comply with requirements set out by the Regulator.

Anchor will take all reasonable steps to ensure that the personal information is accurate and up to date where necessary. To facilitate the efficacy of this process, Anchor would like to request that you notify us promptly of any changes to your personal information.

Your privacy is very important to us. Our databases will be securely stored according to business best practice and access strictly controlled. Unless we have your consent, we will not share your information with third parties (or unless we are required to do so by law).

If you have any questions regarding the information contained in this letter, please do not hesitate to contact the Anchor Information Officer, Jessica Dawson, on (021) 701 3420 or by email at jess@anchorenvironmental.co.za.

Sincerely,

Dr Jessica Dawson

POPIA Information Officer