



EXEMPLAR

# PRIVACY POLICY

*[PUBLIC DOCUMENT]*

## 1. INTRODUCTION

This privacy policy is applicable to Exemplar REITail Limited (“**Exemplar**”) and its subsidiaries and other companies related to it (as defined in the Companies Act 71 of 2008) (the “**Exemplar Group**”). The Exemplar Group is committed to sound business practices in compliance with relevant legislation, which, for purposes of this policy, includes the Protection of Personal Information Act, no 4 of 2013 (“**POPI**”) read with the Constitution of the Republic of South Africa. POPI aims to protect personal information (which is information which identifies a data subject, such as information relating to race and gender, contact details, financial information, medical information, educational information, employment or criminal history).

## 2. PURPOSE, SCOPE AND OBJECTIVES

2.1 This policy will set out the manner in which personal information (as defined in POPI) is collected, managed, stored, used and protected by the Exemplar Group. This policy applies to the Exemplar Group and all of its employees.

2.2 The objectives of this policy are to:

- process personal information lawfully in terms of POPI;
- provide a guideline as to the manner in which the Exemplar Group processes and protects personal information;
- adopt good practices in terms of processing of personal information;

- protect the Exemplar Group from the consequences of breaching its responsibilities in terms of POPI;
- display the commitment of the Exemplar Group to uphold and respect information privacy.

### 3. DEFINITIONS

3.1 “**data subject**” means the person (natural or juristic) who the personal information is about;

3.2 “**personal information**” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to -

- information relating to the race, gender, sex, pregnancy, marital status, nationality, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of a person;
- information relating to the education or the medical, financial, criminal or employment history of a person;
- any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to a person;
- the biometric information of a person;
- the personal opinions, views or preferences of a person;
- correspondence sent by a person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- the views or opinions of another individual about a person; or
- the name of a person if it appears with other personal information relating to such person or if the disclosure of the name itself would reveal information about a person.

The format of the information is irrelevant and POPI applies to all personal information, irrespective of its form (i.e. paper or hard copy, electronic, audio, video).

3.3 **“processing”** or **“data processing”** means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including -

- the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- dissemination by means of transmission, distribution or making available in any other form; or
- merging, linking, as well as restriction, degradation, erasure or destruction of information.

It therefore includes reading a file, emailing information to someone, deleting or editing documents, saving documents to a USB, or transferring documents from one device to another. It covers all the different ways in which a responsible party handles personal information in both physical and electronic format.

3.4 **“responsible party”** means the company, body or person which, alone or in conjunction with others, determines the purpose of and means for processing personal information (and thus is responsible for the collection and processing of personal information - in this case, the Exemplar Group and/or each relevant company in such group).

3.5 **“special personal information”** means a subcategory of personal information that is considered sensitive information and can be used to unfairly discriminate against a person, such as -

- information regarding the religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a data subject; or
- information regarding the criminal behaviour of a data subject to the extent that such information relates to the alleged commission by a data subject of any offence; or any proceedings in respect of any offence allegedly committed by a data subject.

In terms of POPI, a responsible party cannot use special personal information without authorisation.

## 4. TYPE OF INFORMATION PROCESSED

The Exemplar Group generally collects and processes the following types of personal information:

- Identity documents and/or company registration documents (as applicable) of, inter alia, lease applicants, tenants, employees, representatives of service providers and job applicants;
- Bank statements of lease applicants and tenants;
- Personal details of tenants, job applicants and employees (including but not limited to name, surname and ID number);
- Contact details, including email addresses, telephone numbers, and physical addresses of tenants and prospective tenants;
- Credit information of tenants and prospective tenants and/or sureties;
- Employee data, including salary, disciplinary records, banking details, account numbers, tax information;
- Information held by the deeds office, including property ownership profiles of properties owned by the Exemplar Group and its business partners or potential business partners.

## 5. LAWFUL PROCESSING

As prescribed by sections 8 – 25 of POPI, the Exemplar Group undertakes to comply with the following 8 conditions or principles for the lawful processing of personal information:

### 5.1 Accountability

The responsible person must comply with POPI. The Exemplar Group takes responsibility and remains accountable for personal information in its possession and processed by it. The Exemplar Group will ensure that the conditions for lawful processing are given effect to and complied with.

### 5.2 Processing limitation

The responsible party must have a good reason for processing personal information.

#### 5.2.1 The Exemplar Group undertakes to process personal information -

- lawfully, in accordance with POPI;

- in a reasonable manner that does not infringe the privacy of the data subject; and
- in a manner that is adequate, relevant and not excessive so as to infringe on the data subject's right to privacy and exceed the purpose for which it was processed.

#### 5.2.2 Personal information will only be processed if -

- the data subject (or a competent person, where the data subject is a child) consents thereto, alternatively, if the data subject has entered into a contract with Exemplar or any company in the Exemplar Group (in which instance express consent would not be required);
- processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party;
- processing complies with an obligation or duty which is required or imposed by law (such as the Employment Equity Act, the Deeds Registries Act etc);
- processing protects a legitimate interest of the data subject; or
- processing is necessary for pursuing the legitimate interests of the responsible party or of a third party to whom the information is supplied.

#### 5.2.3 Personal information will be collected directly from the data subject, unless -

- the information is contained in or derived from a public record or has deliberately been made public by the data subject;
- the data subject (or a competent person, where the data subject is a child) has consented to the collection of the information from another source;
- collection of the information from another source would not prejudice a legitimate interest of the data subject;
- collection of the information from another source is necessary -
  - to uphold and enforce the law by any public body;
  - to comply with an obligation imposed by law or to enforce legislation;
  - for the conduct of proceedings in any court or tribunal that have commenced or are reasonably contemplated;
  - in the interests of national security; or
  - to maintain the legitimate interests of the responsible party or of a third party to whom the information is supplied;
- collecting the information directly from the data subject would prejudice a lawful purpose of the collection; or

- collecting the information directly from the data subject is not reasonably practicable in the circumstances of the particular case.

### **5.3 Purpose specification**

The data subject must know the reason the responsible party is processing their personal information.

5.3.1 The Exemplar Group will collect personal information for the following and/or related purposes:

- Payment history of a tenant;
- References of an employee or job applicant, for purposes of employment;
- Ensuring quality of delivery of services to tenants;
- Complying with contracts with various parties;
- Confirmation of employment;
- Debt collection, including tracing in the event of default on payment;
- Compliance with legislation;
- Vetting of employees;
- Due diligence with building owners and tenants;
- Assisting in treating customers/tenants fairly, by having complete and up to date information about the customer/tenant;
- Effective communication with clients and suppliers, to avoid misunderstandings or failure to communicate as a result of incorrect information;
- Detection and prevention of fraud, crime, money laundering or other criminal activities;
- Audit and record keeping purposes;
- Completion of application forms and contractual documents.

5.3.2 Once personal information, processed and stored by the Exemplar Group, has been retained for the full term as dictated by the Exemplar Group or as required by law or industry standard or becomes in any way redundant, the Exemplar Group will destroy or delete the record of personal information in a manner that prevents its reconstruction in an intelligible form.

#### **5.4 Further processing limitation**

The responsible party must ensure that if personal information is processed again it must be used for the original purpose they informed the data subject about. The Exemplar Group undertakes to carry out any further processing of personal information (further processing being processing of information already collected previously) in accordance or compatible with the purpose for which it was collected originally.

#### **5.5 Information quality**

The responsible party must use its best endeavours to ensure that the personal information they process is accurate and complete. The Exemplar Group will take reasonably practicable steps to ensure that the personal information is complete, accurate, not misleading and updated where necessary.

#### **5.6 Openness**

The responsible party must process personal information in a way that allows the data subject to know what is happening to their personal information.

5.6.1 The Exemplar Group will ensure that all the documentation of processing operations under its responsibility will be stored and preserved for the required duration and purpose.

5.6.2 If personal information is collected, the Exemplar Group will take reasonable steps to ensure that the data subject is aware (whether by means of contract, email notification or statement on its website) of all of the following (to the extent applicable) -

- the information being collected or the source from which it is collected;
- the name and address of the responsible party;
- the purpose for which the information is being collected;
- whether or not the supply of the information by that data subject is voluntary or mandatory;
- the consequences of failure to provide the personal information;
- any particular law authorising or requiring the collection of the personal information;
- the responsible party intending to transfer the information to another country or international organisation, for instance where information is stored on a cloud

server based in a foreign country, that the level of protection afforded to the information by that other country or international organisation is adequate;

- any further relevant information.

## **5.7 Security safeguards**

The responsible party must provide appropriate and reasonable security measures for personal information.

5.7.1 The Exemplar Group undertakes to secure the integrity and confidentiality of personal information in its possession or under its control. This is done by taking appropriate, reasonable technical and organisational measures to prevent the loss of, damage to or unauthorised destruction of personal information, and unlawful access thereto (by either a third party or internally by someone within the Exemplar Group) or unlawful processing thereof.

5.7.2 Where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person, the Exemplar Group will as soon as reasonably possible after the discovery of the compromise notify

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- the Information Regulator; and
- the data subject, unless the identity of such data subject cannot be established.

5.7.3 The Exemplar Group has put in place the following adequate safeguards to secure the integrity and confidentiality of personal information:

- Physical access security to the head office buildings and centre management offices;
- Alarm system to the head office buildings;
- Password protection on all employee computer logins;
- Anti-virus on all employee computers;
- Firewalls on all employee computers;
- Encryption on all employee computers;
- Secure back-ups of information, stored in a secure location, which is encrypted;
- Regular IT audits to ensure adequate data protection;
- This privacy policy to be complied with by all employees.



5.7.4 The Exemplar Group conducts periodic risk assessments regarding the processing of personal information, to determine the level of internal and external risks, as well as to implement measures to mitigate and minimise any risks identified.

## 5.8 Data subject participation

The responsible party must communicate with the data subject about processing and must allow the data subject to correct or update their personal information.

If you have any questions or concerns regarding this policy, your personal information held by the Exemplar Group, the correction or deletion of personal information or updating your personal information held by the Exemplar Group, you should contact the Exemplar Group by sending an email to [ananda@exemplarreit.co.za](mailto:ananda@exemplarreit.co.za).

## 6. COLLECTION OF INFORMATION

The Exemplar Group collects personal information in any of the following manners:

- Voluntary disclosure via multiple sources;
- Telephonically;
- Credit bureau systems;
- Deeds office;
- Email;
- Application forms;
- Agreements (lease agreements, service agreements, and other agreements);
- Via shareholders of Exemplar.

## 7. STORAGE AND RETENTION OF RECORDS

All records containing personal information will be stored or kept in a secure location, at the head office in Centurion, which has restricted access and is kept in a facility secure from arson or theft. Records which are stored electronically are protected with an encrypted password and backed-up on a secure platform. Any records stored at the shopping centres within the Exemplar Group portfolio are kept in an access controlled office, which has centre security.

## **8. DESTRUCTION**

Further to paragraph 5.3.2, all records containing personal information will be destroyed when the personal information becomes obsolete and is no longer required to achieve its intended purpose. Where the Exemplar Group is involved in or anticipates that it may be involved in litigation, the Exemplar Group may place a hold on the destruction of any document that may contain personal information in order to preserve any potential evidence.

## **9. TRAINING OF STAFF**

This policy will be made available to all employees in the Exemplar Group. The Exemplar Group trains the (relevant) staff on this policy in order to protect the confidentiality, security, accuracy and integrity of all personal information in its possession or under its control.

## **10. PRIOR AUTHORISATION**

In accordance with POPI, prior authorisation must be obtained from the Information Regulator before processing any personal information which falls into any of the following categories:

10.1 any unique identifiers of data subjects for a purpose other than the one for which the identifier was specifically intended at collection and with the aim of linking the information together with information processed by other responsible parties (e.g using an ID number initially collected for due diligence business purposes and later linked to credit provider);

10.2 criminal history of any third parties;

10.3 for the purposes of credit reporting; or

10.4 transferring special personal information or the personal information of children to a third party in a foreign country that does not provide an adequate level of protection for the processing of personal information.

In the event that the Exemplar Group processes any personal information in any of the above categories (which requires prior authorisation from the Information Regulator), it is the responsibility of the information officer to obtain such authorisation.

## 11. APPROVAL OF THIS POLICY

This policy was approved and will be reviewed from time to time.



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Jason McCormick

*(CEO: Exemplar)*