

SAPPI SOUTHERN AFRICA LTD (“SAPPI”)

NOTIFICATION TO ENTERPRISE AND SUPPLIER DEVELOPMENT (ESD) BENEFICIARIES WHOSE PERSONAL INFORMATION IS COLLECTED BY SAPPI IN TERMS OF THE PROVISIONS OF SECTION 18 OF THE PROTECTION OF PERSONAL INFORMATION ACT NO 4 OF 2013 (“POPIA”)

The ESD Beneficiary is an Enterprise and Supplier Development Beneficiary as per the Broad-Based Black Economic Empowerment Codes of Good Practice.

The ESD Beneficiary participates in Sappi’s Enterprise and Supplier Development Programme, in terms of which Sappi provides to the Beneficiary certain ESD business development benefits.

We, at Sappi are committed to protecting our ESD Beneficiary’s Personal Information and to the processing thereof in a legally permissible manner, whilst ensuring unauthorised access thereto or loss thereof.

In order to promote compliance in terms of POPIA, the below provisions are specifically brought to the attention of the ESD Beneficiary:

1. Sappi will collect personal information from the ESD Beneficiary, which shall include (without limitation):
 - 1.1. Business registration certificates, as registered with CIPC;
 - 1.2. Copies of identity documents of directors, members and/or shareholders;
 - 1.3. B-BBEE documentation, including B-BBEE certificates or Affidavits and letter from the accountant confirming the ESD Beneficiary’s turnover;
 - 1.4. Industry accreditation certificates;
 - 1.5. Financial information, including VAT certificate, tax clearance certificate, income tax number, banking details, financial statements;
 - 1.6. Contact details, including telephone number, physical address, e-mail address; and
 - 1.7. Any other personal information as provided by the ESD Beneficiary.
2. The personal information may be collected from the following sources:
 - 2.1. The ESD Beneficiary itself; and
 - 2.2. Publicly accessible platforms and verification agencies.
3. The personal information will be stored on Sappi’s Supplier Portal (Sappi’s Ariba Network) and ERP system (SAP).
4. Sappi’s head office is situated at 108 Oxford Road, Houghton Estate, 2198.

5. The ESD Beneficiary's personal information will be collected and processed for the following purposes:
 - 5.1. To establish a database of Suppliers and ESD Beneficiaries for Sappi;
 - 5.2. To ensure that the personal information and documentation of all Suppliers and ESD Beneficiaries are verified and vetted, to promote compliance;
 - 5.3. To request quotations and or other information from the Supplier and/or the ESD Beneficiary;
 - 5.4. To provide business development benefits and/or issue purchase orders, and/or draft/amend contracts;
 - 5.5. To enable Sappi to purchase goods and/or services from the Supplier and/or ESD Beneficiary, as and when required by Sappi through issuing of official purchase orders by Sappi and/or formal contracts in accordance with Sappi's Group Levels of Authority;
 - 5.6. To share personal information and in some cases special personal information of the ESD Beneficiary as defined in POPIA with certain of Sappi's contracted Suppliers, service providers, corporate collaboration partners, Government departments and agencies for the purpose of the business development and potentially providing business opportunities to the ESD Beneficiary. In accordance with Section 18 of POPIA, Sappi shall share the following information of the ESD Beneficiary:
 - 5.6.1. Name and surname of directors or members or shareholders
 - 5.6.2. Name of legal entity
 - 5.6.3. Cell phone number
 - 5.6.4. Email address
 - 5.6.5. Address of legal entity
 - 5.6.6. Business size in terms of turn-over
 - 5.6.7. Business sector (e.g., Civil Works, catering, construction)
 - 5.6.8. B-BBEE Level
 - 5.6.9. Business Profile (where available)
 - 5.7 B-BBEE or other legally permissible reporting by Sappi.
6. The supply of the personal information is mandatory and a failure by the ESD Beneficiary to provide the personal information to Sappi reserves the right to revoke the ESD Beneficiary's participation from the Sappi ESD Programme.
7. The ESD Beneficiary's personal information as collected and vetted by Sappi may at times leave South Africa but will be shared solely to Sappi Limited and its subsidiaries within the Sappi group which *inter alia* has operations in Europe, North America, and Asia.
8. To ensure that the ESD Beneficiary's personal information is protected to the extent required, all international subsidiaries within the Sappi group are required to comply with data protection laws that are applicable within their respective jurisdictions.

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9. The personal information that leaves South Africa will be afforded no less stringent level of protection than that remaining in South Africa.
10. The ESD Beneficiary has the right to access its personal information and the corresponding obligation to rectify any incorrect details and to maintain and keep such personal information updated.
11. The personal information of the ESD Beneficiary collected by Sappi will be retained by Sappi for up to a maximum of 5 (five) years from the date of the last engagement, purchase order or contract expiry, whichever period ends last, for the purpose of adequate document retention, contract management, managing potential contractual disputes and statutory reporting.
12. Sappi will take all reasonable steps to identify risks associated with the processing of the ESD Beneficiary's information and establish and maintain safeguards against these identified risks.
13. Should there be a breach of the confidentiality of the ESD Beneficiary's personal information, Sappi will take all reasonable steps to ensure that the ESD Beneficiary is notified thereof. Sappi does not, however, accept any liability for the unauthorised use and access of an ESD Beneficiary's personal information.
14. The ESD Beneficiary has the right to lodge a complaint with the Information Regulator if the ESD Beneficiary is of the view that its rights in terms of POPIA have been breached. The contact details of the Information Regulator are:

Telephone number: 012 406 4818
Fax number: 086 500 3351
E-mail address: infoereg@justice.gov.za
15. The ESD Beneficiary acknowledges that it has been made aware of its rights in terms of POPIA and agrees that acceptance of the terms and conditions contained in this Notification constitutes permission to collect and process the personal information of such ESD Beneficiary as required by Sappi for the purpose(s) as set out in 5 above.

Signature

ESD Beneficiary name: _____

Representative: _____

Designation: _____

Date: _____