

PRIVACY & COOKIES NOTICE

1. PURPOSE OF THIS NOTICE AND TERMS USED

1.1 In order to comply with the Protection of Personal Information Act, 4 of 2013, (POPIA), a person processing another's Personal Information must:

1.2.1 provide the owner of the Personal Information with information pertaining to the processing of his, her or its Personal Information, before such information is processed; and

1.2.2 get permission or consent from the owner of such Personal Information, to process his, her or its Personal Information, unless such processing:

- is necessary to carry out actions for the conclusion or performance of a contract to which the owner of the Personal Information is a party;
- is required in order to comply with an obligation imposed by law;
- is for a legitimate purpose or is necessary to protect the legitimate interest(s) and/or for pursuing the legitimate interests of i) the owner of the Personal Information; ii) the person processing the Personal Information; or iii) that of a third-party to whom the Personal Information is supplied; or
- is necessary for the performance of a public law duty by a public body or on behalf of a public body.

1.2 Where any person uses our websites, electronic applications, email or electronic services, or social media sites and/or services, we will have to process such person's Personal Information.

1.3 In accordance with POPIA, please ensure that you read and understand this Privacy and Cookies Notice, as it describes how we process your Personal Information, including the receipt, collection, use, disclosure, sharing, retention and importantly the protection of your Personal Information.

1.4 This Privacy and Cookies Notice also asks that you provide us with your consent to process your Personal Information, where this is required and which consent will be deemed to have been given by yourself when you provide us with your Personal Information for processing.

2. APPLICATION OF THE PRIVACY AND COOKIES NOTICE

This Privacy and Cookies Notice applies to the Company Website/s, namely:

- <https://www.libstar.co.za/>

(Hereinafter referred to as “Websites”).

3. WHAT PERSONAL INFORMATION DO WE COLLECT AND PROCESS?

When you use our websites, we will collect, without detracting from the generality thereof, the following Personal Information, which belongs to you:

- **General contact and account details**, including your name; business name; contact details including address, email address and telephone or cellular phone number; identity number or business registration number; name of employer and related contact details; membership numbers; and account log on details, including password or identifiers and security questions, which may have been allocated to you;
- **device and browser information**, including device identification number and type; network and connection information (including Internet Service Provider (ISP) and Internet Protocol (IP) addresses), device and browser identifiers and information, advertising identifiers, cookie identifiers, cookie information, and similar data;
- **usage information and browsing history**, such as usage metrics (including usage rates, occurrences of technical errors, diagnostic reports, settings preferences, backup information, API calls, and other logs), content interactions (including searches, views, downloads, prints, shares, streams, and display or playback details), and user journey history (including clickstreams and page navigation, URLs, timestamps, content viewed or searched for), page response times, page interaction information (such as scrolling, clicks, and mouse-overs), download errors, advertising interactions (including when and how you interact with marketing and advertising materials, click rates, purchases, next steps you may make after seeing an advertisement, and marketing preferences), and similar data;
- **location data**, such as the location of your device, your household, and similar location data;
- **demographic information**, such as country, preferred language, age, date of birth, gender, personal or household metrics,
- **credit history**, under and in terms of a credit application or application to do business if concluded online;
- **vehicle details** where access to our facilities is required;
- **serial number of assets and/or devices** where access to our facilities or Websites is required;
- **billing and account related details** for billing and payment purposes, including credit card details, debit card details, expiration dates, and shipping and billing address;
- **opinions and preferences**;
- **your image**, such as still pictures, video, voice, and other similar data;

- **social media and online content**, such as information placed or posted in social media and online profiles, online posts, and similar data.

4. HOW WE COLLECT INFORMATION

4.1 We collect the Personal Information detailed above about you and any other parties whose details you provide to us, when you use and access the Websites, including access to such Websites for the following purposes:

- to make enquiries about the Company or the Company services, its affiliates, service providers or business partners, via our websites;
- to use the Company services, especially any eServices, which are available or accessible via our websites and to allow us to send you details regards any request or requirement which you have asked us for, including any confirmation of request or order;
- to complete online forms, including call back requests;
- to take part in surveys,
- to enter any competitions or prize draws;
- to register to attend our events;
- to look for, locate, read and/or download information or publications about us or our related companies and trading partners;
- to request or sign up for, or to view marketing material;
- for the performance of contractual terms, or for the enforcement of contractual rights;
- to obtain details of our terms, conditions, policies and procedures and to enforce and apply same;
- to participate in any interactive areas that appear on our websites;
- to interact with us, our affiliates, service providers, business partners or others;
- to provide us with your contact details or updates to such details;
- to send us an email;
- to click on a link in an email or advertisement or communication received from us.

4.2 We will also collect your Personal Information where you only partially complete and/or abandon any information inputted into our websites including online forms and may use this information to contact you to remind you to complete any outstanding information for reasons identified (e.g. marketing purposes).

4.3 We also collect your Personal Information from your own devices including mobile devices and or the devices used in order to access our websites, which is collected using cookies or similar technologies, as described and set out under this Notice.

4.4 We may add to Personal Information we collect from you with information we obtain from third parties that are entitled to share that information; for example, information from credit agencies, search information providers or public sources, but in each case as permitted by applicable laws.

5. THE PURPOSE FOR THE COLLECTION AND USE OF YOUR PERSONAL INFORMATION; AND HOW IT IS USED

5.1 Personal Information detailed under clause 4 above is used for the following purposes:

- to provide any information to you that you have requested - legitimate purpose;
- to provide you with any Company information, goods or services that you have enquired about and/or requested - legitimate and contractual purpose;
- for the performance of contractual terms, or for the enforcement of contractual rights - legitimate and contractual purpose;
- to provide you with details of our terms, conditions, policies and procedures and to enforce and apply same - legitimate and contractual purpose;
- to provide, maintain, protect and improve our websites, Company services and products - legitimate purpose;
- to manage and administer Company services, goods or products you have asked us to provide you with - legitimate and contractual purpose;
- to manage our relationship with you (e.g. customer services and support activities) - legitimate and contractual purpose;
- to provide you with any information that we are required to send to you in order to comply with our contractual, service, regulatory or legal obligations – legitimate, lawful and contractual purpose;
- to deliver targeted advertising, marketing or information to you that may be useful to you, based on your use of the Website or the Company services, in your capacity as our customer or which has been obtained in the context of a sale and where you have agreed to receive such content - legitimate and contractual purpose;
- to deliver joint content and services with third parties with whom you have a separate relationship - legitimate and contractual purpose;
- to detect, prevent, investigate or remediate illegal or prohibited activities or to otherwise protect our legal rights - legitimate and lawful purpose;
- to contact you to see if you would like to take part in our customer research (e.g. feedback on your use of our websites, products and services) - legitimate purpose;
- to monitor, measure, improve and protect our Websites to provide an enhanced personal user experience for you - legitimate purpose;
- to compare information for accuracy and to verify it with third parties - legitimate purpose;
- to manage and administer your use of our websites, products and services - legitimate, lawful and contractual purpose;
- to undertake internal testing of our websites and services, to test and improve their security, provision and performance - legitimate, lawful and contractual purpose;
- for data analytics and benchmarking, in order to carry out research and development to improve our Company services, products and Websites; legitimate, lawful and contractual purpose and
- to develop and provide new and existing functionality and services - legitimate, lawful and contractual purpose.

5.2 Our Websites may contain technology (including Cookies) that enable us to:

- check specific information from your device or systems that are directly relevant to your use of the Websites against our records, to make sure the Websites are being used in accordance with our end-user agreements and to troubleshoot any problems - legitimate, lawful and contractual purpose;
- obtain information relating to any technical errors or other issues with our websites - legitimate purpose;
- collect information about how users use the features on our websites - legitimate, lawful and contractual purpose; and
- gather statistical information about the operating system and environment from which you access our websites, applications or services - legitimate, lawful and contractual purpose.

5.3 Where you are not happy with the types of processing, detailed under section 5.2 above, then you can opt out of this type of processing by managing your cookies and privacy settings within your browser.

5.4 We may monitor and record any communications that we hold with you when using the Websites, for quality assurance purposes, for evidential purposes and in order to meet our legal and regulatory obligations.

6. SHARING YOUR INFORMATION

6.1 We may share your information with:

- any Company employee, subsidiary, division or related company for the purposes set out in this Privacy and Cookies Notice;
- our service providers and agents (including their sub-contractors) or third parties that process information on our behalf;
- Company partners, including system implementers, independent software vendors and developers that may help us to provide you with the Websites, products, services and information you have requested or which we believe is of interest to you;
- third parties used to facilitate payment transactions;
- third parties where you have a relationship with that third-party and you have consented to us sending information to such party;
- third parties for marketing purposes (e.g., our partners and other third-parties with whom we work and whose products or services we think will interest you in the operation of your business activities);
- various verification agencies, including credit reference and fraud prevention agencies;
- Regulators, in order to meet legal and regulatory obligations;
- law enforcement agencies;

- any third-party in the context of actual or threatened legal proceedings, provided we can do so lawfully;
- any third-party in order to meet our legal and regulatory obligations, including statutory or regulatory reporting or the detection or prevention of unlawful acts;
- our own professional advisors, including attorneys and auditors for the purpose of seeking professional advice or to meet our audit or legal responsibilities;
- another organisation if we sell or buy (or negotiate to sell or buy) any business or assets;
- another organisation to whom we may transfer our agreement with you; and
- Government departments where reporting is mandatory under applicable law.

6.2 We may share non-personally identifiable information about the use of our websites, products or services publicly or with third parties

6.3 Where we share or disclose your Personal Information as described above, such sharing and or disclosure will be subject to an agreement, which will uphold POPIA and be concluded between ourselves and the party to whom we are disclosing your Personal Information to.

6.4 Where your Personal Information is transferred to a recipient in a country that is situated outside South Africa, your Personal Information will only be transferred to those recipients if they are bound by similar data privacy laws. In the absence of similar data privacy laws, the recipient of the Personal Information must conclude an agreement that contractually obliges the recipient to comply with strict confidentiality and data security conditions and which in particular will be to a no lesser set of standards than those imposed by POPIA.

6.5 By using our websites or by interacting with us in the ways described in this Privacy and Cookies Notice, you consent to the transfer of your Personal Information to other parties in the circumstances set out in this Notice.

6.6 Should you have any concerns about this Privacy and Cookies Notice, please email the contact details noted on the respective website/s to express your concerns.

7. MARKETING

7.1 We may use your information to contact you to deliver targeted advertising, marketing or information that may be useful to you, based on your use of the Website or the Company services, in your capacity as our customer or which has been obtained in the context of a sale and where you have agreed, by providing us with your details to such advertising and marketing purposes - legitimate and contractual purpose.

7.2 We may also share your information with our affiliates and subsidiary companies and carefully selected third parties so that they (or we) may contact you with information about their products or services where you have agreed to such advertising and marketing.

7.2 You have the right to stop us or third parties from contacting you for marketing purposes at any time.

7.3 You may request that we do not share your information with third parties at any time.

7.4 You can unsubscribe from any email marketing using the required opt out links provided in the emails we send to you.

8. SOCIAL MEDIA, AND OTHER THIRD-PARTY PLATFORMS

8.1 When you visit social media forums like Facebook, Twitter, Yammer, Pinterest, Instagram, LinkedIn, YouTube, etc., which may house a reference to us, please note that these are not our platforms, and the use of these platforms will be subject to the relevant platform owners' own privacy notices. Libstar takes no responsibility for your use of these platforms.

8.2 Where our websites may contain links to third-party websites; if you follow these links, you will exit our websites and the use of these websites will be subject to the relevant platform owners' own privacy notices. Where you respond to communications that we post on third-party platforms such as Facebook, Google and Twitter, such Personal Information may be shared with those third-party platforms for the purposes of providing you with targeted advertising via the relevant third-party platform based on your provided profile or interests. While these third-party websites are selected with care, the Company cannot accept liability for the use of your Personal Information by these organisations/ third parties. You can however control what advertisements you receive using the privacy settings housed on the relevant third-party's platform.

9. PROCESSING OF CHILDREN'S PERSONAL DATA

Any person who accesses our websites who is under the age of 18 may only do so with the consent of his or her parent or legal guardian. If we determine upon collection that any person accessing the Websites is under the age of 18, and has not provided a parent/guardian's consent, we will not use or retain his/her Personal Information.

10. LAWFUL REASONS FOR PROCESSING AND THE REQUIREMENT FOR CONSENT WHERE NO LAWFUL REASON CAN BE SHOWN

10.1 In terms of POPIA, consent to process your Personal Information is not required where there is a lawful reason for such processing, including where:

- it is necessary to carry out actions for the conclusion or performance of a contract to which the owner is a party;
- it is required in order to comply with an obligation imposed by law; or
- it is for a legitimate purpose or is necessary to protect the legitimate interest(s) and/or for pursuing the legitimate interests of i) the owner of the Personal Information; ii) the person processing the Personal Information; or iii) that of a third-party to whom the Personal Information is supplied; or
- it is necessary for the proper performance of a public law duty by a public body or on behalf of a public body.

10.2 Where a lawful reason cannot be met or shown for any specific processing detailed under this Privacy Notice, then your consent to such processing is required. Following this, where your consent is required for the processing of your Personal Information, the provision of the required Personal Information in such instances by you, to us, will be taken as consent. You may withdraw this consent in the prescribed manner and form at any time.

11. SECURITY AND STORAGE OF INFORMATION

- 11.1 We will secure your Personal Information by taking appropriate technical and organisational measures against any unauthorised or unlawful processing and against any accidental loss, destruction or damage.
- 11.2 Whilst we will protect your Personal Information as best we can, please note that no method of transmission over the Internet or method of electronic storage is 100% secure and that in light of this we cannot guarantee the security of your Personal Information which is transmitted via Websites, or to other Websites, applications and services via an internet or similar connection. Therefore, while we strive to use commercially acceptable measures designed to protect Personal Information, we cannot guarantee its absolute security.
- 11.3 Where we have given you or you have chosen a password to access certain areas of our websites, please keep this password safe and do not share this password with anyone.
- 11.4 Once your Personal Information is no longer required due to the fact that the purpose for which the Personal Information is held has come to an end, such Personal Information will be retained in accordance with our Company Records Retention Schedule.

12. OTHER SITES AND SOCIAL MEDIA

- 12.1 If you follow a link from our websites to another site or service, this Privacy and Cookies Notice will no longer apply. We are not responsible for the information handling practices of third-party sites or services and we encourage you to read the privacy notices appearing on those sites or services.
- 12.2 Our Websites may enable you to share information with social media sites or use social media sites to create your account or to connect your social media account. Those social media sites may automatically provide us with access to certain Personal Information retained by them about you (for example any content you have viewed). You should be able to manage your privacy settings from within your own third-party social media account(s) to manage what Personal Information you enable us to access from that account.

13. WHEN YOU PROVIDE US WITH INFORMATION ABOUT OTHERS?

If you provide us with Personal Information about someone else, you warrant that you have consent to provide us with such third-party information and indemnify and hold us harmless against any losses or damages in the event that such consent is not in place.

14. YOUR RIGHTS

14.1 You, as a *Data Subject*, have certain rights, which are detailed below:

- **The right of access** - You may ask the Company (free of charge) to confirm that we hold your Personal Information or ask us to provide you with details (at a fee) on how we have processed your Personal Information, which request must be done by following the process set out under the Company PAIA Manual.
- **The right to rectification** - You have the right to ask us to update or rectify any inaccurate Personal Information that we hold of yours, which can be done by accessing the update / rectification request.

- **The right to object to and restrict further processing** - Where we do not require your consent to process your Personal Information, but you are not in agreement with such processing, you may lodge an objection to such processing by accessing the objection request.
- **The right to withdraw consent** - Where you have provided us with consent to process your Personal Information, you have to right to subsequently withdraw your consent, which can be done by accessing the withdrawal of consent request.

14.2 These rights may be exercised by using the relevant forms housed on the Company Website at: <https://www.libstar.co.za/legal/>

15. CHANGES TO THIS PRIVACY AND COOKIES NOTICE

- 15.1 As the Company changes over time, this Privacy and Cookies Notice is expected to change as well.
- 15.2 The Company reserves the right to amend the Privacy and Cookies Notice at any time, for any reason, and without notice to you other than the posting of the updated Privacy and Cookies Notice on the Company Website.
- 15.3 We therefore request that you to visit our website frequently in order to keep abreast with any changes.

16. PROCESSING OTHER PERSONS' PERSONAL INFORMATION

- 16.1 If you process another's Personal Information on the Company's behalf, or which we provide to you in order to perform your contractual or legal obligations or to protect any legitimate interest, you will:
- if you are processing such Personal Information as our *Operator* as defined under POPIA, process all and any such Personal Information in compliance with the obligations set out under our standard "Operator Agreement" housed on our website; or
 - where not acting as an *Operator*, nonetheless, keep such information confidential and secure as per POPIA and you will not, unless authorised to do so, process, publish, make accessible, or use in any other way such Personal Information unless in the course and scope of your duties, and only for the purpose for which the information has been received and granted to you, and related to the duties assigned to you.

17. COMPLIANTS OR QUERIES - CONTACT US

- 17.1 Any comments, questions or complaints about this Processing Notice or our handling of your Personal Information should be emailed to our Information or Deputy Information officers at their details housed on our website.
- 17.2 Comments, questions or complaints may be communicated directly to a Deputy Information Officer or Information Officer at a division or Libstar as deemed appropriate.
- 17.3 All queries and complaints will be treated in a confidential manner.

17.4 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 escalate your complaint to the South African, Information Regulator who can be contacted at <<https://www.justice.gov.za/infoereg/>>.

18. ACCEPTANCE AND BINDING NATURE OF THIS DOCUMENT

18.1 By visiting our websites and by providing us with your Personal Information, you:

- acknowledge that you understand why your Personal Information needs to be processed;
- accept the terms that will apply to such processing;
- consent to the processing as reflected in this Privacy and Cookies Notice and agree that we may process this particular Personal Information.

18.2 Where you provide us with another person's Personal Information for processing, you confirm that that you have obtained the required permission from such person(s) to provide us with their Personal Information for processing.

18.3 The rights and obligations of the parties under this Privacy and Cookies Notice will be binding on, and will be of benefit to, each of the parties' successors where applicable.

18.4 Should any of the Personal Information concern or pertain to a legal entity whom you represent, you confirm that you have the necessary authority to act on behalf of such legal entity and that you have the right to provide the Personal Information and/or the required permissions in respect of the processing of that Organisation or entities' Personal Information.

SECURITY PROCESSING NOTICE

1. PURPOSE OF THIS NOTICE AND TERMS USED

- 1.1 **Libstar Holdings Limited** (Registration number: 2014/032444/06) including all divisions, subsidiaries and affiliated companies as well as its trading partners (hereinafter referred to as “we”, “us”, “Company” or “the company”) in our capacity as a Responsible Party, will have to process Personal Information, and in doing so, have to comply with the Protection of Personal Information Act, 4 of 2013 (hereinafter referred to as “POPIA”), which regulates and controls the processing of a legal entity’s and/or an individual’s Personal Information in South Africa, (hereinafter referred to as a “Data Subject”).
- 1.2 In order to comply with POPIA, a Responsible Party processing a Data Subject’s Personal Information must:
- 1.2.1 process Personal Information in a lawful, legitimate and responsible manner that is in accordance with the provisions, principles and conditions set out under the Act;
- 1.2.2 provide the Data Subject with details pertaining to the processing of the Data Subject’s Personal Information, before such information is processed; and
- 1.2.3 get permission or consent, explicitly or implied, from the Data Subject, to process his / her / its Personal Information, unless such processing:
- is necessary to carry out actions for the **conclusion or performance of a contract** to which the Data Subject of the Personal Information is a party;
 - is required in order to comply with an **obligation imposed by law**; or
 - is for a **legitimate purpose or is necessary to protect the legitimate interest (s) and/or for pursuing the legitimate interests** of i) the Data Subject; ii) the Responsible Party; or iii) that of a third-party to whom the Personal Information is supplied; or
 - is necessary for the proper performance of a **public law duty**.
- 1.3 In accordance with the requirements of POPIA, and because your privacy and trust are important to us, we set out how and why Libstar collects, uses, processes and shares your Personal Information.

2. APPLICATION

This Processing Notice applies to you and all persons who come onto our premises and sites, including reception and waiting rooms, offices, operational areas and facilities, manufacturing areas and parking areas (Company premises).

3. INFORMATION REQUIRED

3.1 In in order to gain access to the premises, the Company has to process the following Personal Information, which pertains to you:

- **Your or your employer or organisation's contact information**, such as name, alias, address, identity number, passport number, security number, phone number, cell phone number, vehicle make and registration number, social media user ID, email address, and similar contact data, serial numbers of equipment, details regards the possession of dangerous weapons, your status with an organisation, your images and certain biometrics such as finger prints and similar data, which are required for various legitimate interests, and/or lawful reasons.
- **Specific identifiers**, which are required in order to protect legitimate interests, comply with legal obligations or public legal duties, or in order to accommodate you in our workplaces, such as any disabilities, certain biometric information which may be required for access control such as fingerprints and personal details which we may record in relation to alcohol or drug testing, and health records or related details.
- **Children's Information**, all Personal Information collected and processed from any person under the age of eighteen (18) for the purposes of accessing the Company premises will only be processed with the prior permission of the child's parent or legal guardian, who will be required at all times to accompany such child around the Company premises which he or she is given access to.

4. PURPOSE FOR PROCESSING YOUR PERSONAL INFORMATION

4.1 Your personal information will be processed by us for the following purposes:

- to facilitate access into and out of the Company premises;
- to ascertain who is entering and leaving the company premises;
- to monitor movements on or in the Company premises;
- to ensure a safe working and operating environment;
- to comply with legislation, including Security, Health and Safety related laws and legal obligations;
- to manage security services;
- for the purposes of registering all persons who enter and leave the Company premises;
- for the purposes of managing and investigating security incidents; including accidents within the Company premises or emergency evacuations; and
- other security measures in general and as required.

5. SHARING AND RETAINING YOUR PERSONAL INFORMATION

- 5.1 Your Personal Information may under certain circumstances have to be shared with internal parties and/or third parties for the purposes detailed above.
- 5.2 Your Personal Information will be disposed of within 12 (twelve) months of you leaving our premises, save where it may be required for a longer period. In this regard we retain personal information in accordance with our Company records retention schedule, which varies depending on the type of processing, the purpose for such processing, the business function, record classes, and record types. We determine retention periods based upon the need to (a) fulfil the purposes described in this Processing Notice, (b) meet the timelines determined or recommended by regulators, professional bodies, or associations, (c) comply with applicable laws, legal holds, and other legal obligations (including contractual obligations), (d) comply with your requests and (e) meet the Company's operational requirements.

6. SECURITY OF INFORMATION

- 6.1 The security of your Personal Information is important to us. Considering the nature, scope, context, and purposes of processing Personal Information, as well as the risks to individuals of varying likelihood and severity, we have implemented technical and organisational measures designed to protect the security of Personal Information. In this regard we will conduct regular compliance checks regarding the safety and the security of your Personal Information.
- 6.2 Your Personal Information will be stored electronically and in hard copy form. This information will be accessible to and or provided to persons employed or contracted by us on a need-to-know basis.
- 6.3 Once your Personal Information is no longer required, due to the fact that the purpose for which the Personal Information was held has come to an end, such Personal Information will be retained in accordance with the Company records retention schedule. Retention periods are based upon the need to: (a) fulfil the purposes described in this Processing Notice, (b) meet the timelines determined or recommended by regulators, professional bodies, or associations, (c) comply with applicable laws, legal holds, and other legal obligations (including contractual obligations), (d) comply with your requests and (e) meet the Company's operational requirements.
- 6.4 Notwithstanding the contents housed under clauses 7 and 8, please note that no method of transmission over the Internet or method of electronic storage is 100% secure. Therefore, while we strive to use commercially acceptable measures designed to protect Personal Information, we cannot guarantee its absolute security.

7. ACCESS BY OTHERS AND CROSS BORDER TRANSFER

7.1 The Company may from time to time have to disclose your Personal Information to other parties, including the Company's divisions, subsidiaries, trading partners, agents, auditors, organs of state, regulatory bodies and/or national governmental, provincial, or local government municipal officials, or overseas trading parties or agents, but such disclosure will always be subject to an agreement which will be concluded as between ourselves and the party to whom we are disclosing your Personal Information to, which contractually obliges the recipient of your Personal Information to comply with strict confidentiality and data security conditions.

7.2 Where Personal Information and related data is transferred to a country that is situated outside South Africa, your Personal Information will only be transferred to those countries which have similar data privacy laws in place or where the recipient of the Personal Information concludes an agreement which contractually obliges the recipient to comply with strict confidentiality and data security conditions and which in particular will be to a lesser set of standards than those imposed by POPIA.

8. YOUR RIGHTS

8.1 You as a Data Subject have certain rights, which are detailed below:

- **The right of access** - You may ask the Company (free of charge) to confirm that we hold your Personal Information, or ask us to provide you with details, (at a fee) on how we have processed your Personal Information, which request must be done by following the process set out under the Company PAIA Manual.
- **The right to rectification** - You have the right to ask us to update or rectify any inaccurate Personal Information which we hold of yours, which can be done by accessing the update / rectification request.
- **The right to object to and restrict further processing** - Where we do not need your consent to process your Personal Information, but you are not in agreement with such processing, you may lodge an objection to such processing by accessing the objection request.
- **The right to withdraw consent** - Where you have provided us with consent to process your Personal Information, you have the right to subsequently withdraw your consent, which can be done by accessing the withdrawal of consent request.

8.2 These rights may be exercised by using the relevant forms housed on the Company website at: <https://www.libstar.co.za/legal/>

9. CHANGES TO THIS PROCESSING NOTICE

- 9.1 As the Company's Operational Requirements change, this Processing Notice is expected to be updated.
- 9.2 The Company reserves the right to amend the Processing Notice at any time, for any reason, and without notice to you other than the posting of the updated Processing Notice on the Company Website.
- 9.3 We therefore request that you to visit our website frequently in order to keep abreast with any changes.

10. PROCESSING OTHER PERSONS PERSONAL INFORMATION

- 10.1 If you process Personal Information on the Company's behalf, or which we provide to you to perform your contractual or legal obligations or to protect any legitimate interest, you will:
- if you are processing such Personal Information as our Operator as defined under POPIA, process all and any such Personal Information in compliance with the obligations set out under our standard "Operator Agreement" housed on our website; or
 - where not acting as an Operator, nonetheless, keep such information confidential and secure as per POPIA and you will not, unless authorized to do so, process, publish, make accessible, or use in any other way such Personal Information unless in the course and scope of your duties, and only for the purpose for which the information has been received and granted to you, and related to the duties assigned to you.

11. COMPLAINTS OR QUERIES - CONTACT US

- 11.1 Any comments, questions or complaints about this Processing Notice or our handling of your Personal Information should be emailed to our Information or Deputy Information officers at their details housed on our website.
- 11.2 Comments, questions or complaints may be communicated directly to a Deputy Information Officer or Information Officer at a division or Libstar as deemed appropriate.
- 11.3 All queries and complaints will be treated in a confidential manner.
- 11.4 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 escalate your complaint to the South African, Information Regulator who can be contacted at <<https://www.justice.gov.za/infoREG/>>.

12. ACCEPTANCE

12.1 By providing us with the Personal Information that we require from you as listed under this Processing Notice:

- You acknowledge that you understand why your Personal Information needs to be processed;
- You accept the terms which will apply to such processing, including the terms applicable to the transfer of such Personal Information cross border;
- Where consent is required for any processing as reflected in this Processing Notice, you agree that we may process this particular Personal Information.

12.2 Furthermore you confirm that where you provide us with another person's Personal Information for processing that you have obtained the required permission from such person(s) to provide us with their Personal Information for processing.