



IMPORTANT NOTES

NO FIREARMS ARE PERMITTED ON THE IRBA PREMISES.

NO ONE IS ALLOWED TO CONSUME DAGGA, ALCOHOL OR DRUGS ON THE IRBA PREMISES.

NO ONE IS ALLOWED ONTO THE IRBA PREMISES IF UNDER THE INFLUENCE OF DAGGA, ALCOHOL OR DRUGS.

WE RESERVE THE RIGHT TO SEARCH YOU, AND/OR TEST YOU FOR DAGGA, DRUGS OR ALCOHOL BEFORE YOU ARE PERMITTED ACCESS TO THE IRBA PREMISES,.

THE IRBA PREMISES ARE UNDER CONSTANT CCTV SURVEILLANCE.

1. PURPOSE OF THIS NOTICE

- 1.1. We, the Independent Regulatory Board for Auditors “IRBA” in our capacity as a Responsible Party, in order to do business will have to process Personal Information, and in doing so, will 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”), which processing includes the collection, use, and transfer of a Data Subject’s Personal Information.
- 1.2. In terms of POPIA, where a person¹ processes another’s Personal Information, such processing must be done in a lawful, legitimate’ and responsible manner and in accordance with the provisions, principles and conditions set out under POPIA.
- 1.3. In order to comply with POPIA, a Responsible Party processing a Data Subject’s Personal Information must:
 - 1.3.1. provide the Data Subject with a number of details pertaining to the processing of the Data Subject’s Personal Information, before such information is processed; and
 - 1.3.2. 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**.
- 1.4. In accordance with the requirements of POPIA, and because your privacy and trust is important to us, we set out below how we, the IRBA collect, use, and share your Personal Information and the reasons why we need to use and process your Personal Information.

2. APPLICATION

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

¹ Persons includes both individuals and juristic persons.

3. WHAT INFORMATION WE NEED

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

- **You or your employer or organisation's contact information**, such as name, alias, address, identity number, passport 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 regarding 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 finger prints 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 IRBA 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 IRBA 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 IRBA premises;
- to permit you access to our offices, facilities, manufacturing or parking areas, as well as to controlled areas, for the purposes of monitoring via CCTV, your interaction and access in and from our facilities described above, and for general risk management, security and emergency incident control purposes as well as for data and cybersecurity purposes;
- to ascertain who is entering and leaving the IRBA premises;
- to monitor movements on or in the IRBA premises;
- to ensure a safe working and operating environment;
- to comply with laws, 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 IRBA premises;
- for the purposes of managing and investigating security incidents; including accidents within the IRBA premises or attention to emergency evacuations; and
- to assess and mitigate security risks;
- to carry out organizational and enterprise wide risk assessments, in order to detect and prevent bribery, corruption, fraud and abuse, to comply with Anti bribery and corruption laws (ABC laws), as well as to identify and authenticate your access to our assets, systems, goods, services or premises and generally to ensure the

security and protection of all persons including employees, and persons when entering or leaving our sites and/or to exercise our rights and to protect our and others' rights and/or property, including to take action against those that seek to violate or abuse our assets, systems, services, customers or employees and/or other third parties where applicable; and

- other security measures in general, including the need where applicable to investigate any criminal or unacceptable activity that may have occurred on the IRBA premises .

5. SHARING AND RETAINING YOUR PERSONAL INFORMATION

We share Personal Information for the purposes set out in this Processing Notice with the following categories of recipients:

<p>Our employees, board of Directors, Committees and our affiliates.</p> <p>Lawfulness – YES Consent required – NO</p>
<p>Your Contacts and other employees.</p> <p>Lawfulness – YES Consent required – NO</p>
<p>Third-Party Service Providers, as well as Operators.</p> <p>Lawfulness – YES Consent required – NO</p>
<p>Cyber Third-party Service Providers</p> <p>Lawfulness – YES Consent required – NO</p>
<p>Law enforcement authorities</p> <p>Lawfulness – YES Consent required – NO</p>

6. SECURITY OF INFORMATION

- 6.1 The security of your Personal Information is important to us. Taking into account 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 organizational measures designed to protect the security of Personal Information. In this regard we will conduct regular audits regarding the safety and the security of your Personal Information.
- 6.2 Your Personal Information will be stored electronically and in some cases in hard copy in files and records, which information, for operational reasons, will be accessible to and or provided to persons employed or contracted by us on a need to know basis.
- 6.3 Your Personal Information will be retained and archived in accordance with our Records Management and Retention policy and schedule, which varies depending on the type of processing, the purpose for such processing, the business function, record classes, and record types. We calculate retention periods based upon, and reserve the right to retain personal information for the periods that the personal information is needed 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); and
 - (d) comply with your requests.
- 6.4 Notwithstanding the contents housed under this notice, 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. YOUR RIGHTS

- 7.1 You as a Data Subject have certain rights, which are detailed below:
- **The right of access** - You may ask IRBA (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 IRBA 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 to right to subsequently withdraw your consent, which can be done by accessing the withdrawal of consent request.

7.2 These rights may be exercised by using the relevant forms housed on IRBA's Website at : <https://www.irba.co.za/library/pop-i-act>

8. CHANGES TO THIS PRIVACY STATEMENT

8.2 IRBA 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 IRBA Website and/or premises. We therefore request that you to visit our Website frequently in order to keep abreast with any changes.

9. ACCEPTANCE AND BINDING NATURE OF THIS DOCUMENT

9.1 By providing IRBA with the Personal Information which 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.

9.2 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.

9.3 The rights and obligations of the parties under this Processing Notice will be binding on, and will be of benefit to, each of the parties' successors in title and/or assigns where applicable.

9.4 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 Organization or entities' Personal Information.

END