



CDC PRIVACY

PRIVACY NOTICE

Introduction to the Coega Development Corporation (CDC)

CDC is an organisation enabling sustainable socio-economic development in South Africa, through investment, infrastructure development and facilities management, SMME development, mentorship, and facilitating skills transfer and capacity building.

The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders in the African continent.

The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003-hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialization and logistics zones.

The CDC's advanced capabilities are successful enablers in economic zone development and management, real assets management, infrastructure planning and development, technology integration while realising related socio-economic impact areas such as skills and SMME development. The foundational culture of the CDC's approach, backed by core values, is innovation and continuous improvement.

Privacy Notice

The purpose of this notice is to inform the CDC's clients about the type and use of personal information the company collects, the ways in which it is collected, the sharing, protection, and storage thereof.

The CDC will maintain the confidentiality of your personal information and comply with the Protection of Personal Information Act 4 of 2013 (POPIA) when processing your personal information.

This notice applies to South African entities within the Coega Development Corporation, its subsidiaries, operating divisions, business units, licensed entities, management-controlled entities, and activities.

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Objective

The objective of this notice is to give effect to the POPI Act and to provide clarity on the following:

- What is personal information;
- What type of personal information does CDC collect;
- How does CDC collect the personal information of a data subject;
- How does CDC use the personal information of a data subject;
- When does the CDC shares personal information of a data subject;
- How does the CDC secure personal information; and
- The rights of a data subject regarding their personal information.

What is personal information?

The term ‘personal information’, as used in this notice, applies to information that may be used to identify an individual or a juristic person (i.e., for example a registered company).

POPIA defines personal information as “information which relates to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. The person to whom personal information relates is referred to as the “data subject””.

What type of personal information does CDC collect?

Personal information collected by CDC can include:

- race;
- gender;
- pregnancy;
- marital status;
- ethnic background;
- sexual orientation;
- age;
- physical or mental health;
- disability;
- language;
- educational;
- medical;
- financial;
- criminal history
- employment history;
- ID number;
- email address;
- physical address;
- telephone number;
- biometric information;
- religious or philosophical beliefs;
- trade union membership;
- political persuasion; and
- health status.

When personal information is collected, the CDC will indicate the purpose for the collection and whether the information required is compulsory or voluntary.

How does the CDC collect personal information?

The personal information the CDC collects includes:

- Only information that is adequate, necessary, and relevant to enable it to effectively render a service or assist in any manner required;
- Electronic communications sent to CDC;
- Information submitted to CDC in response to tender, RFQ or EOI
- Information submitted to CDC in response to a vacancy advertisement;
- Technical information through the use of cookies;
- Website, subscribes to a newsletter, alerts, or other services from CDC;
- Information from the Data subject's visits to the CDC website, including the type of browser and operating system that the Data subject uses, access times, pages viewed, URLs clicked on, his IP address and the pages visited before and after navigating the CDC website;
- Social media tracking pixels that allow platforms such as Facebook and Twitter to interact with the CDC website and give feedback on the Data subject's actions;
- Device information, including the unique device identifier, hardware model, operating system and version and mobile network information; and
- Personal information that CDC collects when it monitors other websites may include the Data subject's public Personal information, for example when CDC monitors digital conversations on public platforms. CDC may combine information that it has about a Data subject from various sources.

The CDC website uses various technologies including "cookies" which allow the website to recognise and respond to the Data subject as an individual. The Data subject can elect to accept or decline cookies. If a Data subject elects to decline cookies, not all elements of the website may function as intended, so his website experience may be affected.

The company collects information either directly from you, the data subject, the employer or through intermediaries.

In certain instances, CDC may appoint third parties to collect information on its behalf. The source from which personal information was obtained, if not directly from the data subject, will be disclosed.

How does CDC use of personal information?

After obtaining consent, the personal information collected or held by CDC may be used, stored, transferred, or disclosed or shared for the following purposes:

CDC may use the personal information of a Data subject to provide the Data subject with information and services including:

- marketing communications about CDC products and services. CDC will obtain consent for marketing to the extent required by law;
- press releases;
- job postings;
- financial results;
- respond to requests from the Data subject (for instance in case the Data subject applied for employment);
- provide important notices and updates, such as changes to terms, standard operating procedures (SOPs), policies, security alerts and administrative messages;
- screening visitors through CCV footage, conducting searches for dangerous weapons and completing the attendance register for security purposes to ensure that only authorised persons enter the premises of CDC;
- complying with applicable laws, regulations, and guidance;
- complying with demands or requests made by regulators, governments, courts, and law enforcement authorities;
- internal purposes such as auditing, data analysis and research to help CDC deliver and improve its digital platforms, content, and services;
- to monitor and analyse trends, usage, and activities in connection with CDC products and services to understand which parts of CDC digital platforms and services are of the most interest and to improve the design and content of those platforms; and
- to improve CDC products and services and communications to the Data subject; and to ensure that CDC has up-to-date contact information for the Data subject, where applicable.

Note: A full list can be obtained in the Privacy Policy.

When does CDC Share personal information of the Data Subject?

CDC will only share your personal information with third parties if you have consented to such disclosure. If consent has been obtained, the company may share your personal information with persons or organisations within and outside of CDC.

Where CDC discloses personal information to intermediaries or any other third parties, the third parties will be obliged to use that personal information only for the reasons and purposes it was disclosed for.

CDC may be obliged to disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, or for the purposes of protecting the interest of clients, for example fraud prevention or to give effect to an agreement.

CDC may share Personal information of a Data subject with the following third parties:

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- CDC agents and suppliers, including those who provide it with technology services such as data analytics, hosting and technical support;
- CDC's professional advisors, auditors, and business partners;
- regulators, governments, and law enforcement authorities; and
- other third parties in connection with re-organising all or any part of CDC's business.

Personal information of a Data subject may be processed by CDC and CDC's third-party suppliers outside of the Data subject's home country. Personal information laws in the countries to which the personal information of a Data subject is transferred may not be equivalent to, or as protective as, the laws in the Data subject's home country.

CDC will implement appropriate and reasonable measures to ensure that the personal information of a Data subject remains protected and secure when it is transferred outside of the Data subject's home country, in accordance with applicable Personal information protection and privacy laws. These measures include data transfer agreements implementing standard data protection clauses.

How does the CDC secure personal information?

CDC uses a variety of security measures and technologies to help protect Personal information of a Data subject from unauthorised access, use, disclosure, alteration, or destruction in line with applicable Personal information protection and privacy laws. (For example, when CDC shares the personal information of a Data subject with external suppliers, it shall put in place a written agreement which commits the suppliers to keep the Data subject's Personal information confidential, and to put in place appropriate security measures to keep it secure).

The transmission to CDC of information via the internet or a mobile phone network connection may not be completely secure, and any transmission is at the Data subject's risk.

Despite the security measures that CDC has in place to protect Personal information of a Data subject (firewalls, password access and encryption methods), the Data subject acknowledges that it may be accessed by an unauthorised third party, e.g., as a result of an illegal activity.

From time-to-time CDC may provide links to websites or mobile applications that it does not own or control. This Notice does not apply to those websites. If a Data subject chooses to use those websites, he must check the legal and privacy policies or statements posted on each website or mobile application he accesses to understand their privacy practices.

CDC will take all reasonable technical and organisational precautions to prevent the loss, misuse, or alteration of your personal information. The company will store all the personal information in secured environments, for example on secured servers in a protected data centre.

The rights of a Data Subject regarding their personal information

The Data Subject is entitled to:

- request CDC for access to Personal information CDC holds about him;
- request the correction and/or deletion of his Personal information;
- request the restriction of the processing of his Personal information, or object to that processing;
- withdraw his consent to the processing of his Personal information (where CDC is processing his Personal information based on his consent);
- withdraw his consent to receive marketing messages;
- request for the receipt or the transfer to another organisation, in a machine- readable form, of the personal information that he has provided to CDC; and
- complain to his local data protection authority if his privacy rights are violated, or if he has suffered as a result of unlawful processing of his Personal information.

You can request to review your personal information contained in CDC's records at any time to correct or update the information. If the purpose for which your personal information was requested initially does not exist anymore, for example you no longer have a contract with it, you may request information held by the company to be removed. However, CDC can decline your request to delete the information from its records if other legislation requires the continued retention thereof or if it has been de-identified.

Important Notice to Data Subjects

By visiting CDC'S website and communicating electronically with CDC, the Data subject consents to the processing, including transfer of his Personal information as set out in this Notice.

CDC is continually improving its methods of communication and adding new functionality and features to its website. Due to these ongoing changes, changes in the law and the changing nature of technology, CDC's data protection practices will change from time to time. If and when its protection practices change, CDC will update this Notice to describe its new practices.

The Data subject is encouraged to check it regularly.

CDC's Privacy Policy

Our Privacy Policy governs the manner in which CDC treats your personal information, collected electronically when you use our website, contact us electronically or submit a bid for one of the tender we offer.

If you have any questions about this notice or CDC's treatment of your personal information, please address an email to the Information Officer at Monde.Mawasha@coega.co.za.

Policies

- Disclaimer
- Copyright
- Access to information
- Social media
- Terms and Conditions

***Protection of Personal Information isn't a Choice...
It is the Law and... We are All Affected.***

**The Protection of Personal Information Act (POPIA)
came into effect on *01 July 2021*.**

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▪ right **PLACE** ▪ right **TIME** ▪ right **CHOICE**

BBBEE LEVEL 3 CONTRIBUTOR
ISO 9001:2015 ▪ ISO 14001:2015 ▪ ISO 45001:2018
ISO 20000-1:2011 ▪ ISO 27001:2013