

## **The Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (“POPIA”)**

### **PRIVACY NOTICE**

This notice explains how we obtain and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (“POPIA”).

Doug Jeffery Environmental Consultants is committed to respecting personal privacy and protecting the quality and integrity of personal information. Doug Jeffery Environmental Consultants manages personal information in accordance with this privacy policy and in compliance with the relevant data protection and privacy laws and regulations in areas where it operates.

#### **About the Company**

The firm implements legislation under the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA), National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008) (NEM:WA), the National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2003) (NEM:AQA), the National Water Act, 1998 (Act No. 36 of 1998), the National Heritage Resources Act, 1999 (Act No. 25 of 1998) (NHRA), the National Environmental Management: Integrated Coastal Management Act, 2008 (Act No. 24 of 2008) (NEM: ICMA), and Outeniqua Sensitive Coastal Areas Applications.

Our main services include:

- Public Participation & Stakeholder Engagement
- GIS & Mapping
- Biophysical Inventories
- Retrospective Damage Assessment (Section 24G)
- Air Quality License Applications (AELs)
- Waste Management License Applications (Waste Licenses)
- Environmental Impact Assessments
- Environmental Management Policies and Plans
- Environmental Control, Monitoring and Auditing
- Environmental Awareness and Training Programs
- Environmental Education and Interpretation
- Environmental Feasibility Assessments
- Water Use Licence Applications

## Information Collection

We collect and process your personal information to include you as Interested and Affected Party (I&AP) in legally required impact assessment application processes.

In the conduct of these activities and functions, we may collect and hold personal information about an individual, including but not limited to name, identification number, business or home address, contact details, occupation, professional qualifications and experience, organisation represented and relevance to the specific project e.g. location/proximity in relation to the project.

Personal information will only be processed for the intended purpose and only relevant information will be processed.

We collect information directly from you where you provide us with your personal details. We will only collect information that is necessary for the purpose. Any relevant additional or special information, provided by you, and where applicable to the purpose, will be processed.

When data is not collected directly from the data subject, the data subject will be informed as soon as reasonably practicable of the fact that data has been collected and what the source of the data is.

## How we use your information

Personal information will be collected and used or disclosed by Doug Jeffery Environmental Consultants for the purposes of conducting its business activities, for legal or regulatory compliance activities as required by law or for the purposes for which the information is provided.

We will use your personal information only for the purposes for which it was collected. In addition, where necessary your information may be retained for future processing, e.g. for legally required record keeping purposes or to identify you as I&AP on future applications.

## Disclosure of information

The information will be disclosed:

- To relevant decision-making authorities;
- To other Interested & Affected Parties, only when required by legislation, or upon receipt of a valid and approved PAIA application;
- Where we believe it is necessary to protect your rights; or
- Where we have a duty or a right to disclose in terms of law.

Your contact details will, where required by a public body, be reflected in our regulated reports that must be compiled and submitted to the general public, registered stakeholders, as well as the competent authority for consideration and decision-making.

## Period of retention

We will only store or retain personal information for the period required in accordance with our legitimate interest to do so or for the period necessary to comply with our legal and regulatory obligations related to the storage of specific types of records and/or information.

## Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

We will securely manage your personal information through:

- Physical security;
- Computer and network security;
- Controlling access to personal information;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

## Rights as a data subject

A data subject has the following rights:

- to request a copy of the personal data held;
- to have personal data corrected;
- to have personal data deleted or destroyed from our records;
- to restrict the processing of personal data;
- to object to processing of personal data.

The processing of personal information is based on consent. An individual can withdraw his/her consent at any time by contacting our deputy information officer. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

If information about a third party is requested, the responsible party may request a formal application according to PAIA (Protection of Access to Information Act).

In order for us to update, correct or delete your personal information, we will require proof of identity, before making changes to personal information we may hold about you.

## How to contact us

If you have any queries about this notice; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact our deputy information officer.

## Information disclosure

Full name: Doug Jeffery Environmental Consultants (Pty) Ltd.  
Registration number: 1999/009151/07  
Director: D.J. Jeffery  
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Information Officer: Doug Jeffery  
Deputy Info Officer: Adél Groenewald