

## Privacy Statement

### 1. Purpose of this privacy statement

This privacy statement sets out how The ABB Education Trust ("the Trust") uses and protects your personal information to comply with the requirements of the Protection of Personal Information Act 4 of 2013 or "POPIA".

### 2. Collection and use of personal information

The main purpose of the Trust is to contribute to the empowerment and upliftment of Black women in South Africa, in accordance with the spirit and purpose of the BEE Act and the B-BBEE codes, as detailed in the registered Trust Deed of the Trust. Specifically, the objective of the Trust is the provision of scholarships, bursaries and awards for study and research primarily in engineering and related fields of study. The personal information that we collect and process for beneficiaries is used to support our aims and objectives. The Trust must also collect and process information to comply with the B-BBEE laws of South Africa.

### What personal information do we collect?

Your personal information will include:

- Your name
- Surname
- South African identity number
- Contact details (telephone number, mobile number, email address and physical address)
- Parent's or guardian financial position (including salary information)
- Demographic information (e.g., age, race, disability)
- Criminal records
- Bank account details
- Secondary school academic results
- Tertiary academic records
- Achievements and awards
- Vocational work training performance

### How do we use your personal information?

Your information is used by Trustee to:

- Assess your need for academic study financial assistance
- Make payments to yourself and or the institution where you are studying
- Contact you to support you with moral motivation and academic guidance
- To offer you vacation work and graduate training opportunities
- To comply with the B-BBEE laws of South Africa

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Trustees: Y Ballim (Chairman), YZ Simelane, N Ramatar, LC Eales, V Mohanlal Rowjee

### Who holds your personal information?

The information is held by the Trustees of the Trust and specifically by the Information officer of the Trust.

### 3. Source and disclosure of your personal information

We receive your personal information directly from you on completion of the application form. The application form and supporting documents are received by the Trust administrator. When you are selected as a beneficiary of the Trust, academic and student information is shared with the institution where you are studying so that funding agreements are signed with the institution to allocate funding paid by the Trust to the educational institution, into your student account. Updated academic records and student fees statements will be received from the educational institution where you are studying. Should you agree to be considered for vacation work and/or graduate trainee opportunities, your information will be shared with ABB South Africa (Pty) Ltd.

### We confirm that:

- The Trust does not and will not sell personal information or provide your information to any third parties to use for their own marketing purposes.
- It may be necessary for us to provide your information to comply with laws in South Africa (such as B-BBEE verification purposes), or if a court order is issued. We only provide such information where there is a legal basis for doing so.

### 4. What happens if you do not provide us with the information, we had asked you for or if you ask us to stop processing your information

Where it concerns processing, information related to the relationship with you as a potential beneficiary or a beneficiary of the Trust, the Trust will not be able to adequately establish or conduct its relationship with you and generally perform the purposes described above without certain personal data. Although we cannot oblige you to share your personal data with us, failure to provide such information will inhibit us in exercising our due diligence and this may impact on our ability to establish a relationship with yourself and/ or the institution where you are studying.

### 5. Protection and security of personal information

We take the security of your information very seriously and have implemented reasonable technical and operational measures to protect your information from loss, misuse, unauthorised access, disclosure, alteration and destruction, and ensure that all our service providers do so too.

For noting to Trustees: Password protect, data encrypt? How we distribute to Trustees? Share password via separate email.

### 6. Accuracy of personal information

We take reasonable steps to keep personal information up to date.

If you would like to correct or update your information, please contact the Trust Information officer at: [ZA-ZA-EducationTrust@abb.com](mailto:ZA-ZA-EducationTrust@abb.com).

### 7. Retaining your personal information

We will keep your personal information for the time period necessary to comply with the registered Trust Deed of the Trust and as set out in this privacy statement. It may be necessary to retain some of your personal information beyond this time to comply with laws or for B-BBEE verification purposes. After such time period expires, information will be deleted in a safe and secure manner.

In general, beneficiary related personal data is kept for the duration of the contractual relationship and for a minimum period of five years after the termination of the contract or for longer period if required by local laws and regulatory requirements.

At the same time, applicable data protection laws require that we do not keep personal data in an identifiable form for any longer than is necessary for the purpose for which the personal data is being processed. Through the setting of IT applications and policies, we ensure that our keeping of your personal data is deleted when we no longer need it.

Subject to above you may request the Trust to delete your personal information. Your request together with a suitable motivation must be sent to the Information Officer for consideration at: [ZA-ZA-EducationTrust@abb.com](mailto:ZA-ZA-EducationTrust@abb.com) (Please note that there may be lawful purposes which prohibit us from deleting your information).

#### 8. Your data privacy rights

You have the following rights under the POPI Act:

<u>Data privacy rights</u>	<u>What it means</u>
The right to access your data	You are entitled to ask the Trust for an overview of or to obtain a copy of the personal data we hold about you.
The right to have your data corrected	You may request immediate correction of inaccurate or incomplete personal data we hold about you.
The right to have your data erased	You may request that personal data be erased when it is no longer needed, where applicable law obliges us to delete the data or the processing if it is unlawful.
The right to restrict data processing	You have the right to restrict the processing of your personal data in specific circumstances.
The right to data portability	You have the right to receive your personal data in a structured, machine-readable format for your own purposes, or to request us to share it with a third party.
The right to object to data processing	You have the right to object at any time, for reasons arising from your particular situation, to the processing of your personal data, which is based on a legitimate interest

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The right to withdraw consent, if applicable	Where the Trust has asked for your consent to process personal data, you may withdraw your consent at any time. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.
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Please note that the rights described above are not absolute, and that your request cannot always be met entirely. For example, sometimes we cannot delete or restrict the processing of your personal data as we may have legal obligations or contractual obligations to keep certain personal data.

#### 9. Contact and further information

If you want to access your personal data, make use of any of your other rights mentioned above or if you have any questions or concerns about how the Trust processes your personal data, please contact the Trust's information officer at: [ZA-ZA-EducationTrust@abb.com](mailto:ZA-ZA-EducationTrust@abb.com)

Should you not be satisfied with our response or believe we are processing your personal data against the law, you may also have the right to file a complaint with the Information Regulator of South Africa at the following email address: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)

#### 10. Updates to this document

This Privacy Notice may be updated from time to time as a result of required developments. In case of such updates, we will undertake necessary actions to inform you about them depending on the importance of changes done.

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