

Privacy Notice

Introduction

Acorn Agri and Food Ltd and all its subsidiaries (“We” / “Our”/ “Us”) respect and protect your right to privacy. Our Privacy Notice applies to everyone (both natural and juristic) whose Personal Information We collect. This includes our employees, consumers and customers, vendors, contractors, service providers and other third parties.

This Privacy Notice (“Notice”) sets out the responsibilities and obligations of all persons who make use of, or access or receive information and communications via our electronic communication facilities and resources including website, email and social media platforms.

It also sets out how users of these facilities must ensure that when using it, that they respect and process another’s Personal Information lawfully. This Notice also explains in general terms how We obtain, use, and disclose your Personal Information, in accordance with the requirements of the Protection of Personal Information Act, No 4 of 2013 (“POPIA”).

We receive, provide and process Personal Information on an ongoing basis.

Application

The Notice applies to Acorn Agri and Food Ltd and its subsidiaries.

The Notice applies to Data Subject(s) (i.e., the person to whom the information relates), who have access to electronic platforms and facilities.

The information we collect

The type of personal information We collect will depend on what We intend to do with the information, which will always relate to a function or activity performed by us. We will advise you of the purpose for its collection at the point when We collect the Personal Information.

Please note also that website usage may be collected using “cookies” which allows Us to collect standard internet visitor information.

How we use your information

We will use your Personal Information for the purposes for which it was collected. Where necessary, your information may be retained for a certain period for legal or contractual purposes.

For example:

- To conclude a contract with you.
- To confirm and verify your identity or to verify that you are an authorised user for security purposes.
- For the detection and prevention of fraud, crime, money laundering or other malpractice.
- For auditing purposes.
- For legal proceedings.
- To communicate and manage our relationship with you; and
- To manage security and access control to our buildings and facilities.

Disclosure of information

We may disclose your Personal Information to Our service providers, who are involved in the delivery of products or services to you.

We may also disclose your Personal Information:

- Where We have a duty or a right to disclose it in terms of law or industry codes;
- Where We believe it is necessary to protect Our rights.

Information Security

We commit to provide reasonable and adequate protection for the Personal Information We hold, and We will do everything reasonably practical and adequate to stop unauthorised access and use of such Personal Information.

We will continuously review Our safeguard measures and controls, as well as all related processes, to ensure that your Personal Information remains secure.

When We contract with third parties, We impose reasonable and appropriate security, privacy and confidentiality obligations on them to ensure that all Personal Information that we remain responsible for, is kept secure.

Your Rights:

1. Access to information

You have the right to request a copy of the Personal Information We hold about you. To do this, please complete the request form and email it to the Relevant Information Officer.

Please note that any such access request may be subject to a payment of a legally allowable fee.

2. Correction or deletion of your information

You have the right to ask Us to update, correct or delete your Personal Information. Depending on the nature of the information We may not always be able to delete your information.

3. Privacy complaints

If you feel We are not dealing with your Personal Information fairly and lawfully, you may complain to the Information Regulator at:

Address:

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001,
P O Box 31533, Braamfontein, Johannesburg, 2017 or

Email: complaints.IR@justice.gov.za

Please first give Us an opportunity to resolve any complaint by contacting the Group Information Officer at the details below. Your complaint should include a brief description of what happened, when it happened and what Personal Information was affected.

Group Information Officer:

Annmarie Steyn

Physical Address: 11 Donkin Street, Caledon, 7230

Postal Address: PO Box 50, Caledon, 7230

Tel: (028) 214 3800

E-mail: annmarie@acorn.co.za

Access Request Form Request for Access to a Record
(Section 53(1) of the Promotion of Access to Information Act 2 of 2000)

Particulars of person requesting access to the Record

- (a) The particulars of the person who requests access to the record must be recorded below.
 (b) Furnish an address and/or fax number in the Republic to which information must be sent.
 (c) Proof of the capacity in which the request is made(Letter of Authorisation), if applicable, must be attached.

Surname	
Full Names	
Identity Number	
Postal Address	
Contact Details	
Fax Number	
E-mail Address	
Capacity in which request is made, when made on behalf of another person:	

*If the request is made on behalf of another person, the Requester is obliged to identify him/her and to provide proof of the mandate under which the request is made, to the satisfaction of the Information Officer.

Particulars of person on whose behalf request is made

This section must be completed only if a request for information is made on behalf of another person

Surname	
Full Names	
Identity Number	

Particulars of record

- (a) Provide full particulars of the Record to which access is requested, including the reference number if that is known to you, to enable the Record to be located.
 (b) If the provided space is inadequate, please continue on a separate folio (page) and attach it to this form. The Requester must sign all the additional folios.

Description of records	
1.	
2.	
3.	
4.	
5.	

Fees

The following applies to requests (other than Personal requests as referred to in regulation 11(2):

- The request fee payable by a Requester, other than a Personal Requester, is R50.00.
- A fee will be payable for access to a record and it shall depend on the form in which access is required and the reasonable time required to search for and prepare a record.
- Deposit that has been paid in respect of a request for access which is refused, will be repaid to the Requester.
- A Requester may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- A Requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation for any time reasonably required in excess of the prescribed hours to search for and prepare (including making any arrangements contemplated in section 29(2)(a) and (b)(i) and (ii)(aa)) the record for disclosure.
- Records may be withheld until the fees have been paid.
- Fees are payable in cash or by electronic payment. Please that prior arrangement must be made for electronic payments. Contact the Information Officer on

*If the Requester qualifies for an exemption in payment of fees, he/she must complete the section below

Reason for exemption from payment of fees

Form of access to record

* If access is granted to a Record, but you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the Record is required.

Section 60 of the Act:

If access is granted to a record of a private body, the head of that body must, as soon as reasonably possible after notification in terms of section 56, but subject to section 57, give access in-

- (a) such form as the Requester reasonably requires; or
- (b) if no specific form of access is required by the Requester, such form as the head reasonably determines.

Do you have any disability?	
Form in which record is required	

* Mark the appropriate box with an X to indicate the form of Record you require.

Please note the following:

- Compliance with your request in the specified form may depend on form in which the Record is available.
- Access in the form requested may be refused in certain circumstances. In such case you will be informed if access will be granted in another form.
- The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. Record in written or printed form	
Do you want to inspect the records?	Do you need a copy of record?
2. Record consists of visual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc).</i>	
View images	Copy of images
3. Record consists of recordings or sound	
Listen to the recording	Transcription of recording
4. Record held on computer or electronic readable form	
Print out of record	Copy in computer readable form

Please note the following:

- Form of access depends on the availability of the record.
- Access may be denied in certain circumstances depending the form available. The Requester will be informed of the decision and access can be granted in a different form which is available.
- A postal fee is payable if the Requester wishes a copy or transcription of the record to be posted.

Right to be Exercised or Protected

*In terms of section 53(2)(d) of PAIA, a request for access must at least require the Requester concerned to identify the right the Requester is seeking to exercise or protect and provide an explanation of why the requested Record is required for the exercise or protection of that right.

*If the space provided is inadequate, please continue on a separate folio and attach it to this form. **The Requester must sign all the additional folios.***

Which right is to be exercised or protected?

Explain why the requested record is required for the exercising or protection of the abovementioned right?

Notice of Decision Regarding Request for Access

Please note that the Requester will be notified in writing of the outcome of their request. If the Requester prefers another method of notification, kindly complete the section below with sufficient details and specify the manner and the necessary particulars below to enable compliance with the request:

Signed at _____ this ____ day of _____ 20__.

Print Name

Signature

Objection to processing of personal information

Please submit the completed form to the Information Officer	
Details of Data Subject	
Name & Surname	
Identity Number	
Residential Address	
Contact Number	
Email Address	
Details Responsible Party	
Registered name of responsible party:	
Residential, postal or business address:	
Contact number(s):	
Fax number/ E-mail address:	
Reasons for Objection in Terms of Section 11(1)(d) to (f) <i>(Please provide detailed reasons for the object)</i>	
Signature of Data Subject	
Signed on	
Signature	
<p>Please Note:</p> <ol style="list-style-type: none"> 1. The Information Officer may require you to provide an affidavits or other documentary evidence as applicable in support of the objection prior to processing your request. 2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page. 3. Complete as is applicable. 	

Reasons for Correction or Deletion of the Personal Information about the Data Subject in terms of Section 24(1)(a) which is in Possession or Under the Control of the Responsible Party; and or Reasons for Destruction or Deletion of a Record of Personal Information about the Data Subject in terms of Section 24(1)(b) which the Responsible Party is no Longer Authorised to Retain.

(please provide detailed reasons for the request)

Signed at _____ on this _____ day of _____ 20__.

Signature of the data subject