PRIVACY NOTICE OF:
Simplicity Import and Export (Pty) Ltd
Thaba Aluminium Installations cc t/a Extrusion world
Extrusion World Special Moulds (Pty) Ltd
EXT Weskus (Pty) Ltd
Extrusion World Cut to size glass (Pty) Ltd
Extrusion World Ottery (Pty) Ltd

IN TERMS OF SECTION 18 OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013

A: **PURPOSE OF THIS NOTICE**

1. We, Extrusion World, and our subsidiaries and trading partners, including all companies mentioned above as part of the group of companies of the Company, collectively referred to as "**us**", "**we**", "**the Group**", and/or "**the Company**", in **''our''** capacity as a Responsible Party, in order to engage with you, will have to process your Personal Information, and in doing so, will have to comply with a law known as the Protection of Personal Information Act, 2013 ("**POPIA**"), which regulates and controls the processing of a person's Personal Information in South Africa, which processing includes the collection, use, and transfer of a person's Personal Information.

2. For the purpose of this Processing Notice, please take note of the following words and phrases which will be used throughout this Processing Notice-

   2.1. **"consent"** means the consent, which you give to us to process your Personal Information. This consent must be voluntary, specific and informed. Following this, once we have explained to you why we need your Personal Information and what we will be doing with it, you are then, in relation to certain uses of the information, required to give us your permission to use it, which permission or consent can be express or implied; implied meaning that consent may be demonstrated by way of your actions;

   2.2. **"Data Subject"** means you, the person who owns and who will provide us with your Personal Information for processing, which reference is found under POPIA;

   2.3. **"Group"** referred to as**:**

   Simplicity Import and Export (Pty) Ltd
   Thaba Aluminium Installations cc t/a Extrusion world
   Extrusion World Special Moulds (Pty) Ltd
   EXT Weskus (Pty) Ltd
   Extrusion World Cut to size glass (Pty) Ltd
   Extrusion World Ottery (Pty) Ltd

   2.4. **"Operator"** is any person who processes your Personal Information on our behalf as a sub-contractor, in terms of a contract or mandate, without coming under the direct authority of us. These persons for illustration purposes may include verification agencies, advertising and public relations agencies, call centers, service

providers, auditors, legal practitioners, organs of state, government, provincial and municipal bodies;

2.5. **"Personal Information"** means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:

2.5.1. information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, wellbeing, disability, religion, conscience, belief, culture, language and birth of the person;

2.5.2. information relating to the education or the medical, financial, criminal or employment history of the person;

2.5.3. any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;

2.5.4. the personal opinions, views or preferences of the person;

2.5.5. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

2.5.6. the views or opinions of another individual about the person; and

2.5.7. the name of the person if it appears with other Personal Information relating to the person or if the disclosure of the name itself would reveal information about the person;

2.6. "**Special Personal Information**" is Personal Information, relating to race, gender, pregnancy, national, ethnic or social origin, colour, physical or mental health, disability, criminal history, including offences committed or alleged to have been committed, membership of a trade union and biometric information, such as images, fingerprints and voiceprints, blood typing, DNA analysis, retinal scanning and voice recognition;

2.7. "**processing" / "process**" or "**processed**" means in relation to Personal Information, the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use; dissemination by means of transmission, distribution or making available in any other form; merging, linking, as well as restriction, degradation, erasure or destruction of information; or sharing with, transfer and further processing, including physical, manual and automatic means. This is a wide definition and therefore includes all types of usage of your Personal Information by us including the initial processing when we first collect your Personal Information and any further and ongoing processing;

2.8. "**Purpose**" means the reason why your Personal Information needs to be processed by us;

2.9. "**Responsible Party**" means us, the person who is processing your Personal

Information;

2.10. "**you**" means you, the potential or actual employee or director, known under POPIA, as the Data Subject, who will be providing us, the Responsible Party with your Personal Information, for processing.

3. In terms of POPIA, where a person 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

4. In order to comply with POPIA, a person processing another's Personal Information must:

4.1. provide the Data Subject or owner of the Personal Information with a number of details pertaining to the processing of the Personal Information, before such information is processed; and

4.2. get permission or consent, explicitly or implied, from the owner / Data Subject, to process the Personal Information, unless such processing:

4.2.1. is necessary to carry out actions for the conclusion or performance of a contract to which the owner / Data Subject of the Personal Information is a party;

4.2.2. is required in order to comply with an obligation imposed by law; or

4.2.3. is for a legitimate purpose or is necessary to protect the legitimate interest (s) and / or for pursuing the legitimate interests of (i) the owner / Data Subject of the Personal Information; (ii) the person processing the Personal Information; or (iii) that of a third party to whom the Personal Information is supplied; or

4.2.4. is necessary for the proper performance of a public law duty by a public body or on behalf of a public body.

5. In accordance with the requirements of POPIA, and because your privacy and trust are important to us, we set out below how we, and our affiliates and associated companies (hereinafter referred to as "the Group", "we", "us", or "our") collect, use, and share your Personal Information and the reasons why we need to use and process your Personal Information.

B: APPLICATION

6. This Processing Notice applies to the following persons:

6.1. Employees;

6.2. Clients;

6.3. Suppliers; and

6.4. Any person whose personal information is obtained by the Company.

C: PURPOSE FOR PROCESSING YOUR PERSONAL INFORMATION

7. Your Personal Information will be processed by us for the following purposes:

7.1. The data controller collects the personal information of the data subject in order to render the services. The personal information of the data subject will only be used for the purpose for which it was collected and as agreed by the data subject.

7.2. This may include:

7.2.1. Identifying the identity of an individual or entity;

7.2.2. Opening and registering trading accounts in order to conduct business;

7.2.3. Processing payments to subcontractors, independent contractors, and suppliers

7.2.4. Tracking and identifying the location of drivers, goods, and company vehicles for the purpose of carrying out operational activities and providing services to clients. The data controller uses various software programmes to manage driver safety, communicate with drivers, generate reports relevant to operational activities and the services provided, and manage risk;

7.2.5. Confirming, verifying, and updating the data subject's details;

7.2.6. Audit and record-keeping purposes; and

7.2.7. Complying with legal and regulatory requirements or where the processing is otherwise permitted by law.

8. In order to engage and / or interact with you, for the purposes described above, we will have to process certain types of your Personal Information.

E: SOURCES OF INFORMATION - HOW AND WHERE WE COLLECT YOUR PERSONAL INFORMATION FROM YOU

9. Depending on your requirements, we will collect and obtain Personal Information about you either directly from you, from certain third parties or from other sources which are described below:

9.1. Direct collection: You provide Personal Information to us when you enter into a contract with us.

9.2. Automatic collection: We collect Personal Information automatically from you when we *inter alia* obtain credit and/or criminal checks

9.3. Collection from third parties: We collect Personal Information about you from third parties.

F: DETAILS OF THE PERSONAL INFORMATION WE COLLECT FROM YOU

10. In order to engage and / or interact with you, for the purposes described above, we will have to process certain types of your Personal Information.

G: HOW WE SHARE YOUR INFORMATION

11. We share Personal Information with the following categories of recipients-

11.1. Our employees, the Group and our affiliates. We may share your Personal

Information amongst our employees, affiliates and the companies within our Group for employment, HR, IR, business and operational purposes;

11.2. Your Contacts and other employees. We may share your Personal Information with others with whom you have a relationship to fulfil or perform a contract or other legal obligation, including with third parties that arrange or provide you with goods or services and who we pay in connection with such access. We may also share your Personal Information with other employees in the Company;

11.3. Business Partners and Third-Party Service Providers, as well as Operators. We may share your Personal Information with our third-party service providers to perform tasks on our behalf and which are related to our relationship with you, including financial, benefits, health and medical, and wellness benefits etc. and to assist us in offering, providing, delivering, analyzing, administering, improving, and personalizing such services or products;

11.4. Third Party Content Providers. We may share your Personal Information with our third-party content providers to perform tasks on our behalf and to assist us in providing, delivering, analyzing, administering, improving, and personalizing content related to our relationship with you, including financial, benefits, health and medical, and wellness benefits etc. and may to this end pass certain requests from you to these providers;

11.5. Cyber Third-Party Service Providers. We may share your Personal Information with our third-party cyber service providers to perform tasks on our behalf and which are related to our relationship with you, including those who provide technical and/or customer support on our behalf, who provide application or software development and quality assurance, who provide tracking and reporting functions, research on user demographics, interests, and behavior, and other products or services. These third-party service providers may also collect Personal Information about or from you in performing their services and/or functions. We may also pass certain requests from you to these third-party service providers;

11.6. Advertisers. We may share your Personal Information with advertisers, advertising exchanges, and marketing agencies that we engage for advertising services, to deliver advertising, and to assist us in advertising our brand and products and services;

11.7. Users. We aggregate information from public records, phone books, social networks, marketing surveys, business websites, and other sources made available to us to create listings and profiles that are placed into user listings and directories. Additionally, if you choose to include your Personal Information in any reviews, comments, or other posts that you create, then that Personal Information may be displayed other users as part of your posting;

11.8. Regulators and law enforcement agencies. We may disclose your Personal Information to regulators and other bodies in order to comply with any applicable law or regulation, to comply with or respond to a legal process or law enforcement or governmental request;

11.9. Other Disclosures. We may disclose your Personal Information to third parties if

we reasonably believe that disclosure of such information is helpful or reasonably necessary to enforce our terms and conditions or other rights (including investigations of potential violations of our rights), to detect, prevent, or address fraud or security issues, or to protect against harm to the rights, property, or safety of the group, our employees, any users, or the public;

11.10. In the Event of Merger, Sale, or Change of Control. We may transfer this Processing Notice and your Personal Information to a third-party entity that acquires or is merged with us as part of a merger, acquisition, sale, or other change of control (such as the result of a bankruptcy proceeding) ;

H: HOW WE SECURE YOUR INFORMATION

12. 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 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.

13. Your Personal Information will be stored electronically and/or by way of hard copy which information, for operational reasons, will be accessible to persons employed or contracted by us on a need-to-know basis, save that where appropriate, some of your Personal Information may be retained in hard copy.

14. Once your Personal Information is no longer required due to the fact that the purpose for which the Personal Information was held has come to an end, such Personal Information will be retained in accordance with our records retention 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 Privacy Statement, (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.

I: ACCESS BY OTHERS AND CROSS-BORDER TRANSFER

15. We may from time to time have to disclose your Personal Information to other parties, including our holding company or subsidiaries, trading partners, agents, auditors, organs of state, regulatory bodies and / or national governmental, provincial, or local government municipal officials, or overseas trading parties or agents, but such disclosure will always be subject to an agreement which will be concluded as between ourselves and the party to whom we are disclosing your Personal Information to, which contractually obliges the recipient of your Personal Information to comply with strict confidentiality and data security conditions.

16. Where Personal Information and related data is transferred to a country which is situated outside South Africa, your Personal Information will only be transferred to those countries which have similar data privacy laws in place or where the recipient of the Personal Information concludes an agreement which contractually obliges the

recipient to comply with strict confidentiality and data security conditions and which in particular will be to a no lesser set of standards than those imposed by POPIA.

17. However, 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.

J: YOUR RIGHTS

18. As a Data Subject you have certain rights, which are detailed below-

    18.1. The right of access - You may ask us free of charge to confirm that we hold your Personal Information, or ask us to provide you with details, at a fee, how we have processed your Personal Information, which can be done by following the process set out under our PAIA Manual which can be accessed on our website on our Data Privacy Page;

    18.2. The right to rectification - you have the right to ask us to update or rectify any inaccurate Personal Information, which can be done by accessing the update / rectification request Form which is located on our website on our Data Privacy Page;

    18.3. The right to erasure (the 'right to be forgotten') - where any overriding legal basis or legitimate reason to process your Personal Information no longer exists, and the legal retention period has expired, you may request that we delete the personal information, which can be done by accessing the request for erasure Form which is located on our website on our Data Privacy Page.

    18.4. 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 object to us processing such Personal Information which can be done by accessing the objection request Form which is located on our website on our Data Privacy Page;

    18.5. 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 Form which is located on our website on our Data Privacy Page; and

    18.6. The right to data portability - where you want your Personal Information to be transferred to another party, which can be done under certain circumstances, please contact our Information Officer. Contact details of the Information Officer can be located on our website on our Data Privacy Page.

K: CHANGES TO THIS PRIVACY NOTICE

19. As our Group changes over time, this Processing Notice is expected to change as well. We reserve 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 Website and in this regard encourage you to visit our Website frequently in order to keep abreast with any changes.

L: CONTACT US

20. INFORMATIONOFFICER: KARLA TOMLINSON

21. PHYSICAL ADDRESS: Unit 4, 26 Goud Crescent

22. E-MAIL: karla@extrusionworld.co.za

23. TELEPHONE:076 605 0043

M: PROCESSING PERSONAL INFORMATION

24. If you process another's Personal Information, you will keep such information confidential and will not, unless authorized to do so, process, publish, make accessible, or use in any other way such Personal Information unless in the course and scope of your duties, and only for the purpose for which the information has been received and related to the duties assigned to you.

25. You will also observe the POPIA Policy which sets out the rules and regulations regarding the processing and protection of Personal Information (including Special Personal Information) and/or data to which the Employee has access in the course and scope of the Employee's duties, and shall report any infringement relating to the manner in which Personal Information or other data is processed to the Company without delay.

N: COMPLAINTS

26. Should you wish to discuss a complaint, please feel free to contact us using the details provided above.

27. All complaints will be treated in a confidential manner.

28. Should you feel unsatisfied with our handling of your Personal Information, or about any complaint that you have made to us, you are entitled to escalate your complaint to the South African, Information Regulator who can be contacted at https://www.justice.gov.za/inforeg/.

O: ACCEPTANCE

29. By providing us with the Personal Information which we require from you as listed under this Processing Notice-

    29.1. You acknowledge that you understand why your Personal Information needs to be processed;

    29.2. You accept the terms which will apply to such processing, further processing, including the terms applicable to the transfer of such Personal Information cross border;

    29.3. Where consent is required for any processing as reflected in this Processing notice, you agree that we may process this particular Personal Information;

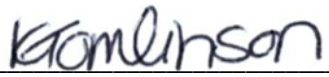
    29.4. You confirm that you have shared this Processing Notice with employees, contractors and subcontractors and have received from them the required consent to provide us with their respective Personal Information for processing as provided for and described under this Processing Notice, and where consent is

required for any processing as reflected in this Processing notice, such persons have agreed that we may process this particular personal information.

30. Furthermore, 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 Company or entities' Personal Information.

P: CONSEQUENCES OF YOU WITHHOLDING CONSENT OR PERSONAL INFORMATION

31. Should you / the Data Subject refuse to provide the Company with your Personal Information, which information is required by the Company for the purposes indicated above, together with the required and requisite consent to process the aforementioned Personal Information, then the Company will be unable to engage with you / the Data Subject and / or enter into any subsequent relationship with you / the Data Subject.



Information Officer's signature:
Date: 22nd of May 2026