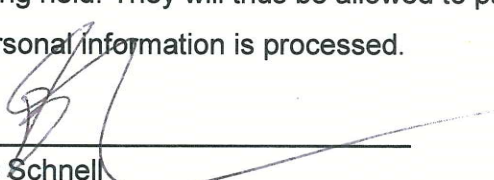


PROTECTION OF PERSONAL INFORMATION POLICY

Icon Construction (Pty) Ltd adheres to the following conditions for the lawful processing of personal information as stipulated in the Protection of Personal Information Act No 4 of 2013.

- **Accountability:** The Governing Body, being the responsible and accountable party of Icon, has appointed an Information Officer to help ensure that conditions and measures are complied with as well as to determine the purpose and method of processing.
- **Processing limitations:** Data subject information will be processed in a manner that is lawful and reasonable. This includes the requesting of the necessary consents, provisions taken to protect the data subject and permitting the Data subject the right to object.
- **Purpose specification:** Icon will ensure that data subjects are aware of the purpose for collection of personal information. Records are not to be retained longer than required or authorised by law.
- **Further processing limitation:** Icon will not process personal information in a way that it was not originally intended.
- **Quality of Information:** Icon will take reasonable and practical steps to ensure that personal information is complete, accurate, not misleading and up to date.
- **Openness:** Icon will maintain the documentation for all processing operations referred to in the manual. Reasonable practical steps will be taken to notify the Data subject when collecting personal information and making them aware of any exceptions.
- **Security safeguards:** Icon will take reasonable technical and organisational measures where appropriate to prevent loss, damage, unauthorised destruction and unlawful access to personal information.
- **Data subject participation:** Data subjects can request access from Icon if their personal information is being held. They will thus be allowed to participate in and have some degree of control over the way their personal information is processed.


Bruce Schnell
Managing Director

28/06/2021
Date Reviewed

This policy will be communicated, understood by all employees, it will be applied within Icon Construction and will be made available to interested parties on request. This Policy will be reviewed during the management review process.

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