

DELOITTE AFRICA

ACCESS TO INFORMATION MANUAL

("MANUAL")

Prepared in accordance with requests from Data Subjects or Third Parties, including Public Authorities, that are received by the Africa Member Firm in terms of any requirements around Access to Information

1 DELOITTE AFRICA

- 1.1 Deloitte Africa refers to the Deloitte Africa Member Firm, a member firm forming part of the global network of member firms of Deloitte Touche Tohmatsu Limited ("DTTL"), and any of its related entities. DTTL is a private company registered in the United Kingdom (also referred to as "Deloitte Global") and each of its member firms are legally separate and independent entities.
- 1.2 Any reference in this Manual to "Deloitte Africa" includes entities governed under the following listed partnerships, which partnerships all form part of the Deloitte Africa Member Firm:
 - 1.2.1 Deloitte & Touche (South Africa), IRBA number 902276;
 - 1.2.2 Deloitte & Touche (Botswana), registration number BN1992/10322;
 - 1.2.3 Deloitte & Touche (Namibia), registration number 9407;
 - 1.2.4 Deloitte & Touche (Malawi), registration number 1143;
 - 1.2.5 Deloitte & Touche (Zambia), registration number 49300;
 - 1.2.6 Deloitte & Touche (Zimbabwe), registration number 907/87;
 - 1.2.7 Deloitte & Touche (Kenya), registration number 177912;
 - 1.2.8 Deloitte & Touche (Uganda), registration number 102558;
 - 1.2.9 Deloitte & Touche (Tanzania), registration number 109055;
 - 1.2.10 Deloitte & Touche (Nigeria), registration number LAZ 078253;
 - 1.2.11 Deloitte & Touche Ghana, registration number C0004078608.

- 1.3 This Manual is available to view at each of the local Deloitte Offices, as well as at the Deloitte South Africa Partnership premises: Deloitte, Magwa Crescent, Waterfall City, as well as on its website: www.deloitte.co.za.

2 PURPOSE OF THE MANUAL

- 2.1 The purpose of this Manual is to ensure that Deloitte Africa complies with and fosters a culture of transparency and accountability by giving effect to the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people have effective access to information to enable them to exercise and protect their rights, which rights also include for the overall Processing of Information and includes the right to correct and update Information, deletion of Information and restriction of Information.
- 2.2 In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the requests for access to information which may be received in order for them to exercise their rights in relation to public and private bodies.
- 2.3 It is important to note that the right to access information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:
- 2.3.1 Limitations aimed at the reasonable protection of privacy;
 - 2.3.2 Commercial confidentiality; and
 - 2.3.3 Effective, efficient and good governance;

and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution applicable to each jurisdiction.

3 REQUEST MADE TO DELOITTE AFRICA

- 3.1 Where a request is made by an interested party, including a Public Authority or Third Party, in terms of access to or overall Processing (including, but not limited to correction, deletion or restriction) of any information, the body to whom the request is made is obliged to release the information, subject to Deloitte Policies and applicable legislative and / or regulatory requirements applicable to that Deloitte entity, as listed in 1.2.1 to 1.2.11 above. Requests made to Deloitte Africa includes notification to the Deloitte Global Privacy Officer where the request relates to Personal Information other Deloitte Member Firms or Deloitte

Global entities and where required and applicable, notification to be sent to the relevant entity that transferred such Personal Information, which notification is subject to being legally permitted.

- 3.2 Any requests received should be directed to the Deloitte Africa Information Protection Officer:

Information Officer Chris Kotze

Physical Address Deloitte, 5 Magwa Crescent, Waterfall City, 2090

Telephone +27 11 806 5389

Email ckotze@deloitte.co.za

Alternative Email africafirmcompliance@deloitte.co.za

- 3.3 Requests received will be addressed in accordance with the legislation applicable to that partnership entity as listed in 1.2.1 to 1.2.11 above.



**Ms Ruwayda Redfearn, Chief Executive Officer
Deloitte Africa**

Date: 1 September 2023