

Information Manual in terms of the  
Promotion of Access to Information Act, 2000 (as amended)  
And  
Protection of Personal Information Act, 2013

For the AECOM Group of Companies in South Africa

Prepared for:

The Group of AECOM Companies in South Africa:

AECOM Holdings SA Pty Ltd	(Registration Nr: 2010/015017/07)
AECOM South Africa Group Holdings Pty Ltd	(Registration Nr: 2012/034958/07)
AECOM South Africa Holdings Pty Ltd	(Registration Nr: 2010/013644/07)
AECOM Africa Pty Ltd	(Registration Nr: 2010/013644/07)
AECOM SA Pty Ltd	(Registration Nr: 1966/006628/07)
AECOM ROA Pty Ltd	(Registration Nr: 1983/010369/07)
Khuthele Projects Pty Ltd	(Registration Nr: 1998/004358/07)

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## 1. PURPOSE OF THIS MANUAL

As part of its operations and services, AECOM (Company) holds certain records (information and documents), including personal information. The Promotion of Access to Information Act 2 of 2000 ("PAIA") and the Protection of Personal Information Act 4 of 2013 ("POPIA") provide for certain records and/or information to be accessed where certain circumstances are met and in accordance with certain procedures and at prescribed fees, giving effect to the right of access to information in terms of the Constitution of the Republic of South Africa.

This PAIA and POPIA Manual ("the Manual") (which includes all annexures and amendments thereto as made available by AECOM from time to time) has been prepared in accordance with section 51 of PAIA as read with POPIA. The Manual details the purpose for which Personal Information may be processed; a description of the categories of Data Subjects for whom AECOM Processes Personal Information as well as the categories of Personal Information relating to such Data Subjects; and the recipients to whom Personal Information may be supplied. The Manual also provides an overview of the records (information and documents) held by AECOM and details of how such records may be accessed, including in relation to giving effect to the rights granted under POPIA terms of which a data subject may access its personal information, object to processing and request the correction of any of its personal information held by AECOM.

AECOM may amend this manual from time to time. It is available and accessible at [www.aecom.com](http://www.aecom.com) or on request to AECOM designated Information Officer (being the person duly authorized to act in this capacity).

AECOM has appointed an Information Officer in accordance with POPIA. In addition to its obligations prescribed under POPIA, the designated Information Officer is also responsible for assessing any requests to AECOM for access to information in terms of PAIA as well as for overseeing any other obligations which AECOM may have under PAIA. The Information Officer may appoint Deputy Information Officers to assist it in the fulfillment of its obligations.

## 2. COMPANY DETAILS

2.1 The details of the Company are as follows:

Name:	AECOM SA (PTY) LIMITED
Physical Address	263A West Street, Centurion, Gauteng, 0157
Postal Address	Same as Physical Address
Telephone Number	+27 12 421 3500
Web Address	<a href="http://www.aecom.com">www.aecom.com</a>
Managing Director	Darrin Green
Email Address	<a href="mailto:Darrin.Green@aecom.com">Darrin.Green@aecom.com</a>

## 3. INFORMATION OFFICER & DEPUTY INFORMATION OFFICER DETAILS

### Information Officer

Name	Darrin Green
Physical Address	263A West Street, Centurion, Gauteng, 0157
Postal Address	Same as Physical Address
Telephone Number	+27 12 421 3500
Email Address	<a href="mailto:Darrin.Green@aecom.com">Darrin.Green@aecom.com</a>

## Deputy Information Officers

Name	Ian Cohen
Physical Address	13640 Briarwick Drive, Suite 200, Austin, Texas, United States
Postal Address	Same as Physical Address
Telephone Number	T +1 512.454.4797
Email Address	<a href="mailto:Ian.Cohen@aecom.com">Ian.Cohen@aecom.com</a> / <a href="mailto:privacyquestions@aecom.com">privacyquestions@aecom.com</a>
Name	Ane Verster
Physical Address	263A West Street, Centurion, Gauteng, 0157
Postal Address	Same as Physical Address
Telephone Number	+27 12 421 3500
Email Address	<a href="mailto:Ane.Verster@aecom.com">Ane.Verster@aecom.com</a>

## 4. AVAILABILITY OF RECORDS IN TERMS OF PAIA

### 4.1 Schedule of Records

4.1.1 The Schedule of Records as contained in Appendix 1 of this Manual details the Records that are held and/or Processed by the Company for the purposes of PAIA and POPIA respectively.

4.1.2 Such Access to such Records may not be granted if they are subject to the grounds of refusal which are specified in clause 5 below.

4.2 The South African Human Rights Commission (SAHRC) published a “Guide on how to use the Promotion of Access to Information Act 2 of 2000” which is available on the SAHRC website [www.sahrc.org.za](http://www.sahrc.org.za). Queries are to be directed to:

The South African Human Rights Commission

PAIA Unit – The Research and Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27 11 877 3600

Fax Number: +27 11 484 7146

Web Address: [www.sahrc.org.za](http://www.sahrc.org.za)

Email Address: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

### 4.3 List of applicable legislation

4.3.1 The Company retains records which are required in terms of legislation other than PAIA.

4.3.2 Certain legislation provides that private bodies shall allow certain persons access to specified records, upon request. Legislation that may be consulted to establish whether the Requester has a right of access to a record other than in terms of the procedure set out in the PAIA are set out in Appendix 2.

## 5. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS IN TERMS OF PAIA

The following are the grounds on which the Company may, subject to the exceptions contained in Chapter 4 of PAIA, refuse a Request for Access in accordance with Chapter 4 of PAIA:

5.1 mandatory protection of the privacy of a third party who is a natural person, including a deceased person, where such disclosure of Personal Information would be unreasonable;

- 5.2 mandatory protection of the commercial information of a third party, if the Records contain:
  - 5.2.1 trade secrets of that third party;
  - 5.2.2 financial, commercial, scientific or technical information of the third party, the disclosure of which could likely cause harm to the financial or commercial interests of that third party; and/or
  - 5.2.3 information disclosed in confidence by a third party to the Company, the disclosure of which could put that third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition;
- 5.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 5.4 mandatory protection of the safety of individuals and the protection of property;
- 5.5 mandatory protection of Records that would be regarded as privileged in legal proceedings;
- 5.6 protection of the commercial information of the Company, which may include:
  - 5.6.1 trade secrets;
  - 5.6.2 financial/commercial, scientific or technical information, the disclosure of which could likely cause harm to the financial or commercial interests of the Company;
  - 5.6.3 information which, if disclosed, could put the Company at a disadvantage in contractual or other negotiations or prejudice the Company in commercial competition; and/or
  - 5.6.4 computer programs which are owned by the Company, and which are protected by copyright and intellectual property laws;
- 5.7 research information of the Company or a third party, if such disclosure would place the research or the researcher at a serious disadvantage; and
- 5.8 Requests for Records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.

## **6. INFORMATION NOT FOUND**

- 6.1 If the Company cannot find the records and/or information that the Requester is looking for despite reasonable and diligent search and it believes either that the records and/or information are lost or that the records and/or information are in its possession but unattainable, the Requester will receive a notice in this regard from the Information Officer or a Deputy Information Officer in the form of a signed letter setting out the measures taken to locate the records and/or information and accordingly the inability to locate same.

## **7. REMEDIES AVAILABLE UPON REFUSAL OF REQUEST FOR ACCESS**

- 7.1 The Company does not have internal appeal procedures. As such, the decision made by the Information Officer is final, and Requesters will have to exercise such external remedies in terms of law at their disposal if the Request for Access is refused.

## **8. PROCEDURE FOR REQUEST FOR ACCESS IN TERMS OF PAIA**

- 8.1 A Requester must comply with all the procedural requirements as contained in section 53 of PAIA relating to a Request for Access to a Record.
- 8.2 A Requester must complete the prescribed Request for Access form attached as Appendix 3 and submit the completed Request for Access form as well as payment of a request fee (if applicable) and a deposit (if applicable), to the Information Officer and a Deputy Information Officer at the physical address or electronic mail address stated in clause 3 above.
- 8.3 The Request for Access form must be completed with enough detail so as to enable the Information Officer and/or Deputy Information Officer to identify the following:
  - 8.3.1 the Record/s and/or information requested;

- 8.3.2 the identity of the Requester;
- 8.3.3 the form of access that is required, if the request is granted;
- 8.3.4 the postal address or email address of the Requester; and
- 8.3.5 the right that the Requester is seeking to protect and an explanation as to why the Record and/or information is necessary to exercise or protect such a right.
- 8.4 If a Request for Access is made on behalf of another person, the Requester must submit proof of the capacity in which the Requester is making the request to the reasonable satisfaction of the Information Officer in the form of a Power of Attorney or duly signed affidavit by the person on whose behalf the request is made.
- 8.5 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally to the relevant office of the Company.
- 8.6 The Company will voluntarily provide the requested Records and/or information to a Personal Requester (as defined in section 1 of PAIA). The prescribed fee for reproduction of any Record requested by a Personal Requester will be charged in accordance with section 54(6) of PAIA and paragraph 9 below.

## **9. FEES**

- 9.1 When the Request for Access is received by the Information Officer and a Deputy Information Officer, the Information Officer or Deputy Information Officer will by notice require the Requester, other than a Personal Requester, to pay the prescribed request fee (if any), before further processing of the Request for Access, into the nominated Bank account of the Company.
- 9.2 If the search for a Record requires more than the prescribed hours for this purpose, the Information Officer or Deputy Information Officer will notify the Requester to pay as a deposit, the prescribed portion of the access fee (being not more than one third) which would be payable if the Request for Access is granted.
- 9.3 The Information Officer will withhold a Record and/or information until the Requester has paid the fees.
- 9.4 A Requester whose Request for Access to a Record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the Record and/or information for disclosure, including making arrangements to make it available in a requested form provided for in PAIA.
- 9.5 If a deposit has been paid in respect of a Request for Access which is refused, the Company will repay the deposit to the Requester.

## **10. DECISION TO GRANT ACCESS**

- 10.1 The Company will decide whether to grant or decline the Request for Access within 30 (thirty) days of receipt of the Request for Access and must give notice to the Requester with reasons (if required) to that effect.
- 10.2 The period referred to above may be extended for a further period of not more than 30 (thirty) days if the Request for Access is for a large number of Records and/or information or the Request for Access requires a search for Records and/or information held at another office of the Company and the Records and/or information cannot reasonably be obtained within the original 30 (thirty) day period.
- 10.3 The Company will notify the Requester in writing should an extension of time as contemplated above be required.
- 10.4 If, in addition to a written reply from the Information Officer or a Deputy Information Officer, the Requester wishes to be informed of the decision on the Request for Access in any other manner, the Requester must state the manner and particulars so required.

## **11. AVAILABILITY OF THE MANUAL**

- 11.1 This Manual is made available in terms of PAIA and section 4 of the Regulations to POPIA.
- 11.2 This Manual is further available at the offices of the Company for inspection during normal business hours. No fee will be levied for inspection as contemplated in this clause.
- 11.3 Copies of the Manual can be obtained from the Information Officer or Deputy Information Officer. A fee will be levied for copies of the manual.

## **12. PROTECTION OF PERSONAL INFORMATION**

- 12.1 Chapter 3 of POPIA provides for the minimum Conditions for Lawful Processing of Personal Information by a Responsible Party. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.
- 12.2 The Company needs Personal Information relating to both individual and juristic persons in order to carry out its business and organisational functions. The manner in which this information is Processed and the purpose for which it is Processed is determined by the Company. The Company is accordingly a Responsible Party for the purposes of POPIA and will ensure that the Personal Information of a Data Subject:
  - 12.2.1 is processed lawfully, fairly and transparently. This includes the provision of appropriate information to Data Subjects when their data is collected by the Company, in the form of privacy or data collection notices. The Company must also have a legal basis (for example, consent) to process Personal Information;
  - 12.2.2 is processed only for the purposes for which it was collected;
  - 12.2.3 will not be processed for a secondary purpose unless that processing is compatible with the original purpose.
  - 12.2.4 is adequate, relevant and not excessive for the purposes for which it was collected;
  - 12.2.5 is accurate and kept up to date;
  - 12.2.6 will not be kept for longer than necessary;
  - 12.2.7 is processed in accordance with integrity and confidentiality principles; this includes physical and organisational measures to ensure that Personal Information, in both physical and electronic form, are subject to an appropriate level of security when stored, used and communicated by the Company, in order to protect against access and acquisition by unauthorised persons and accidental loss, destruction or damage;
  - 12.2.8 is processed in accordance with the rights of Data Subjects, where applicable. Data Subjects have the right to:
    - a) be notified that their Personal Information is being collected by the Company. The Data Subject also has the right to be notified in the event of a data breach;
    - b) know whether the Company holds Personal Information about them, and to access that information. Any request for information must be handled in accordance with the provisions of this Manual;
    - c) request the correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading or unlawfully obtained personal information;
    - d) object to the Company's use of their Personal Information and request the deletion of such Personal Information (deletion would be subject to the Company's record keeping requirements);
    - e) object to the processing of Personal Information for purposes of direct marketing by means of unsolicited electronic communications; and
    - f) complain to the Information Regulator regarding an alleged infringement of any of the rights protected under POPIA and to institute civil proceedings regarding the alleged non-compliance with the protection of his, her or its personal information.
- 12.3 The purposes for which the Company Processes or will Process Personal Information as set out in Part 1 of Appendix 4.



- 12.4 Section 72 of POPIA provides that Personal Information may only be transferred out of the Republic of South Africa if the:
- 12.4.1 recipient country can offer such data an “adequate level” of protection. This means that its data privacy laws must be substantially similar to the Conditions for Lawful Processing as contained in POPIA; or
  - 12.4.2 Data Subject consents to the transfer of their Personal Information; or
  - 12.4.3 transfer is necessary for the performance of a contractual obligation between the Data Subject and the Responsible Party; or
  - 12.4.4 transfer is necessary for the performance of a contractual obligation between the Responsible Party and a third party, in the interests of the Data Subject; or
  - 12.4.5 the transfer is for the benefit of the Data Subject, and it is not reasonably practicable to obtain the consent of the Data Subject, and if it were, the Data Subject, would in all likelihood provide such consent.
- 12.5 Section 11 (3) of POPIA and regulation 2 of the POPIA Regulations provides that a Data Subject may, at any time object to the Processing of his/her/its Personal Information in the prescribed form attached to this manual as Appendix 5 subject to exceptions contained in POPIA.
- 12.6 Section 24 of POPIA and regulation 3 of the POPIA Regulations provides that a Data Subject may request for their Personal Information to be corrected/deleted in the prescribed form attached as Appendix 6 to this Manual.

### 13. DEFINITIONS

- 13.1 **Company** means AECOM SA (Pty) Limited (Registration Number 1966/006628/07), a company duly registered and incorporated with limited liability in accordance with the company laws of the Republic of South Africa and having its principal place of business situated at 263A West Street, Centurion, Gauteng, Republic of South Africa together with its subsidiaries and affiliates as specified in Appendix 7;
- 13.2 **Conditions for Lawful Processing** means the conditions for the lawful processing of Personal Information as fully set out in chapter 3 of POPIA;
- 13.3 **Constitution** means the Constitution of the Republic of South Africa, 1996;
- 13.4 **Customer** refers to any natural or juristic person that received or receives services from the Company;
- 13.5 **Data Subject** has the meaning ascribed thereto in section 1 of POPIA;
- 13.6 **Deputy Information Officer** means the individuals as referred to in clause 3;
- 13.7 **Information Officer** means the AECOM Africa Managing Director as referred to in clause 3;
- 13.8 **Manual** means this manual prepared in accordance with section 51 of PAIA and regulation 4(1) (d) of the POPIA Regulations;
- 13.9 **PAIA** means the Promotion of Access to Information Act, 2000;
- 13.10 **Personal Information** has the meaning ascribed thereto in section 1 of POPIA;
- 13.11 **Personnel** refers to any person who works for, or provides services to or on behalf of the Company, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Company, which includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff as well as contract workers;
- 13.12 **POPIA** means the Protection of Personal Information Act, 2013;
- 13.13 **POPIA Regulations** mean the regulations promulgated in terms of section 112(2) of POPIA;
- 13.14 **Processing** has the meaning ascribed thereto in section 1 of POPIA;
- 13.15 **Responsible Party** has the meaning ascribed thereto in section 1 of POPIA;

- 13.16 **Record** has the meaning ascribed thereto in section 1 of PAIA and includes Personal Information;
- 13.17 **Requester** has the meaning ascribed thereto in section 1 of PAIA;
- 13.18 **Request for Access** has the meaning ascribed thereto in section 1 of PAIA; and
- 13.19 **SAHRC** means the South African Human Rights Commission.

*Capitalised terms used in this Manual have the meanings ascribed thereto in section 1 of POPIA and PAIA as the context specifically requires, unless otherwise defined herein.*

**Appendix 1****DESCRIPTION OF THE SUBJECTS ON WHICH THE COMPANY HOLDS RECORDS, AND THE CATEGORIES OF RECORDS HELD ON EACH SUBJECT.**

Each of these records are available to a Requester to whom the information pertains, on request in terms of PAIA:

**1. Client Services Records**

- 1.1 Client correspondence;
- 1.2 Client fee files;
- 1.3 Client contracts;
- 1.4 Client business information;
- 1.5 Legal documentation;
- 1.6 Proposal and tender documents;
- 1.7 Project plans;
- 1.8 Risk management records;
- 1.9 Solution methodologies;
- 1.10 Standard terms and conditions of supply of goods and/or services; and
- 1.11 Working papers.

**2. Finance and Administration**

- 2.1 Agreements;
- 2.2 Correspondence;
- 2.3 Purchase orders;
- 2.4 Remittances;
- 2.5 Invoices and statements;
- 2.6 Tax records and returns; and
- 2.7 Statistics SA returns.

**3. Human Capital**

- 3.1 BEE statistics;
- 3.2 Career development records;
- 3.3 Personnel information;
- 3.4 Employment equity reports;
- 3.5 General terms of employment;
- 3.6 Letters of employment;
- 3.7 Leave records;
- 3.8 PAYE records and returns;
- 3.9 Performance management records;
- 3.10 Assessments; Policies and procedures;
- 3.11 UIF returns;
- 3.12 Retirement benefit; and

3.13 Medical Aid records.

#### **4. Information Management and Technology**

4.1 Agreements;

4.2 Equipment register;

4.3 Information policies; and

4.4 Standards, procedures and guidelines.

#### **5. Learning and Education**

5.1 Training material;

5.2 Training records and statistics;

5.4 Training agreements; and

5.3 Learnership Programmes.

#### **6. Marketing and Communication**

6.1 Proposal documents;

6.2 Agreements;

6.3 Marketing publications and brochures.

#### **7. Operations**

7.1 Access control records;

7.2 Agreements;

7.3 Archival administration documentation;

7.4 Service level agreements;

7.5 Standard trading terms and conditions of supply of services;

7.6 Travel documentation;

7.7 Procurement agreements and documentation;

7.8 Vehicle registration documents (AECOM registered vehicles); and

7.9 Cellular phone registration documents, including RICA (AECOM cellular phones).

#### **9. Secretarial Services**

9.1 Applicable statutory documents, including but not limited to, certificates of incorporation and certificates to commence business;

9.2 Corporate structure documents;

9.3 Memoranda and Articles of Association;

9.4 Share registers;

9.5 Statutory Returns to relevant authorities;

9.6 Share certificates;

9.7 Resolutions passed.

## Appendix 2

## LIST OF APPLICABLE LEGISLATION

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**Administration of Adjudication of Road Traffic Offences Act 46 of 1998**

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**Advertising on Roads & Ribbon Development Act 21 of 1940**

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**Basic Conditions of Employment Act 75 of 1997**

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**Bills of Exchange Act 34 of 1964**

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**Broad-Based Black Economic Empowerment Act 53 of 2003**

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**Broadcasting Act 4 of 1999**

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**Companies Act 71 of 2008**

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**Compensation for Occupational Injuries and Diseases Act 130 of 1993**

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**Competition Act 89 of 1998**

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**Constitution of South Africa Act 108 of 1996**

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**Consumer Protection Act 68 of 2009**

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**Copyright Act 98 of 1987**

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**Criminal Procedure Act 51 of 1977**

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**Currency & Exchanges Act 9 of 1933**

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**Customs and Excise Act 91 of 1964**

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**Electronic Communications and Transactions Act 2 of 2000**

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**Employment Equity Act 55 of 1998**

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**Environment Conservation Act 73 of 1989**

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**Financial Advisory & Intermediary Services Act 37 of 2002**

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**Financial Intelligence Centre Act 38 of 2001**

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**Firearms Control Act 60 of 2000**

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**Formalities In Respect of Leases of Land Act 18 of 1969**

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**Health Act 63 of 1977**

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**Income Tax Act 58 of 1962**

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**Labour Relations Act 66 of 1995**

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**Long Term Insurance Act 52 of 1998**

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**National Building Regulations and Building Standards Act 103 of 1997**

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**National Credit Act 34 of 2005**

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**National Environmental Management Act 107 of 1998**

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**National Environmental Management: Air Quality Act 39 of 2004**

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**National Environmental Management: Waste Act 59 of 2008**

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**National Water At 36 of 1998**

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**National Road Traffic Act 93 of 1996**

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**Occupational Health and Safety Act 85 of 1993**

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**Patents Act 57 of 1987**

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**Pension Funds Act 24 of 1956**

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**Prescription Act 18 of 1943**

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**Prevention & Combating of Corrupt Activities Act 12 of 2004**

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**Prevention of Constitutional Democracy Against Terrorist & Related Activities Act 33 of 2004**

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**Prevention of Organised Crime Act 121 of 1998**

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**Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000**

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**Protected Disclosures Act 26 of 2000**

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**Regulation of Interception of Communications and Provisions of Communication Related Information Act 70 of 2002**

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**Sales and Service Matters Act 25 of 1964**

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**Second-Hand Goods Act 23 of 1955**

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**Securities Services Act 36 of 2004**

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**Securities Transfer Act 25 of 2007**

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**Short-Term Insurance Act 53 of 1998**

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**Skills Development Act 97 of 1997**

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**Skills Development Levies Act 9 of 1999**

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**South African Reserve Bank Act 90 of 1989**

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**The South African National Roads Agency Limited & National Roads Act 7 of 1998**

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**Tobacco Products Control Act 12 of 1999**

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**Trade Marks Act 194 of 1993**

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**Transfer Duty Act 40 of 1949**

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*Although we have used our best endeavours to supply a list of applicable legislation, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a Requester access on a basis other than as set out in PAIA, we shall update the list accordingly.*

*If a Requester believes that a right of access to a record exists in terms of other legislation listed above or any other legislation, the Requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.*

**Appendix 3****ACCESS REQUEST FORM**

*(Section 53(1) of the Promotion of Access to Information Act, 2000)*

*[Regulation 10]*

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**COMPLETION OF ACCESS REQUEST FORM:**

1. The Access Request Form must be completed.
2. Proof of identity is required to authenticate the identity of the requester. Attach a copy of the requester's identification document.
3. Type or print in BLOCK LETTERS an answer to every question.
4. If a question does not apply, state "N/A".
5. If there is nothing to disclose in reply to a question, state "nil".
6. When there is insufficient space on a printed form, additional information may be provided on an attached folio, and each answer on such folio must reflect the applicable title.
7. When there is insufficient space on a printed form, additional information may be provided on an attached folio, and each answer on such folio must reflect the applicable title.

**INFORMATION**

1. Particulars of Company and Information Officer:

1.1 The details of the Company are as follows:

Name	AECOM SA (PTY) LIMITED
Physical Address	263A West Street, Centurion, Gauteng, 0157
Postal Address	Same as Physical Address
Telephone Number	+27 12 421 3500
Web Address	<a href="http://www.aecom.com">www.aecom.com</a>
Managing Director	Darrin Green
Email Address	<a href="mailto:Darrin.Green@aecom.com">Darrin.Green@aecom.com</a>

1.2 The details of the Information Officer are as follows:

<b>Information Officer</b>	
Name	Darrin Green
Physical Address	263A West Street, Centurion, Gauteng, 0157
Postal Address	Same as Physical Address
Telephone Number	+27 12 421 3500
Email Address	<a href="mailto:Darrin.Green@aecom.com">Darrin.Green@aecom.com</a>

2. Particulars of Requester (Natural Person):

- a) The particulars of the person who requests access to the record must be given below.
- b) The address and/or email address in the Republic to which the information is to be sent must be given.
- c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full Names & Surname	
ID Number	
Postal Address	
Telephone Number	
Email Address	
Capacity in which Request is made	



3. Particulars of Requester (Legal Entity):

a) The particulars of the entity that requests access to the record must be given below.  
 b) The address and/or email address in the Republic to which the information is to be sent must be given.  
 c) Proof of the capacity in which the request is made, if applicable, must be attached.

Name	
Registration Number	
Postal Address	
Telephone Number	
Email Address	
Duly Authorised Representative	

4. Particulars of person on whose behalf the request is made

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

Full Names & Surname	
ID Number	

5. Particulars of Record / Information

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 and attach it to this form. The requester must sign all the additional folios.

5.1 Description:

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5.2 Reference Number (if any):

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5.3 Indicate which right is to be exercised or protected:

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5.4 Explain why the record requested is required for the exercise or protection of the  
aforementioned right:

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6. Notice of decision regarding request for access

6.1 You will be notified in writing whether your request has been approved/denied. If you wish to  
be informed in another manner, please specify the manner and provide the necessary  
particulars to enable compliance with your request.

6.2 How would you prefer to be informed of the decision regarding your request for access to the  
record?

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SIGNED AT \_\_\_\_\_ ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Requester / Duly Authorised Representative

## Appendix 4

### PROCESSING OF INFORMATION IN ACCORDANCE WITH POPIA

In the regular course of business, AECOM, its subsidiaries and affiliates (collectively, “AECOM”) acquires Personal Information by interaction and communication with potential, current or past job applicants, alumni, talent networks, clients, vendors, contractors, sub-contractors and other third parties. AECOM takes seriously its obligations to protect such Personal Information. As evidence of its commitment to privacy, AECOM has established a Global Privacy Notice (“[Privacy Notice](#)”) about how AECOM collects, uses, processes, and stores your Personal Information.

AECOM will only process your Personal Information in accordance with its Privacy Notice unless otherwise required by applicable law. The organization takes steps to ensure the Personal Information collected about you is adequate, relevant, not excessive, and processed for limited purposes.

Personal Information	Purpose
Full Name, Telephone Number, Address, Email Address	<ul style="list-style-type: none"> <li>a) Communicate with alumni, talent networks job applicants, clients, vendors, contractors, sub-contractors and other third parties concerning AECOM employment opportunities, projects and business operations.</li> <li>b) Administer background/clearance checks, legal due diligence/anti-corruption screening, and quality, occupational health and safety standard checks on job applicants, vendors, contractors and sub-contractors.</li> <li>c) To verify individual's identity.</li> <li>d) Recording of working time and timesheet records for contractors and sub-contractors.</li> <li>e) Incident response communications with customers, vendors, contractors, subcontractors and other third parties.</li> <li>f) Administration of safety and protection of AECOM employees, resources, and workplaces.</li> </ul>
Business Relationship Status (e.g., visitor, vendor, contractor, sub-contractor)	<ul style="list-style-type: none"> <li>a) Ensuring access to correct areas is granted for customer staff, vendors, contractors and sub-contractors.</li> <li>b) Identification purposes for physical site access and security.</li> <li>c) Recording of working time/timesheet records for contractors and sub-contractors.</li> </ul>
Emergency Contact/Next of Kin Name and Telephone Number	<ul style="list-style-type: none"> <li>a) Emergency contact use for contractors and sub-contractors.</li> </ul>
Date of Birth, Nationality, Citizenship, Country of Birth	<ul style="list-style-type: none"> <li>a) To administer eligibility to work checks.</li> <li>b) Administer denied parties, legal due diligence/anti-corruption screening, and quality, occupational health and safety standard checks on vendors, contractors and sub-contractors.</li> </ul>
Gender	<ul style="list-style-type: none"> <li>a) Requirements for reporting on diversity and equality.</li> </ul>
Government Issued Identification, Passport Number / National ID	<ul style="list-style-type: none"> <li>a) Accounting/government tax and auditing business purposes for vendors, contractors and sub-contractors.</li> <li>b) To run checks for suitability for work for vendors, contractors and sub-contractors.</li> <li>c) To verify individual's identity.</li> </ul>

Username/Unique Identifier and Password	<ul style="list-style-type: none"> <li>a) System access and authentication.</li> <li>b) Administration of safety and protection of AECOM systems for recording and monitoring network activity for the purpose of identifying, predicting, and preventing the entry of malicious activity onto or the release of information from AECOM network and computing resources.</li> </ul>
Medical (e.g., Medical Certificate)	<ul style="list-style-type: none"> <li>a) Required by Occupational Health surveillance laws related to individual's functional ability and fitness for specific work, with any advised restrictions.</li> <li>b) To make reasonable adjustments based on disability.</li> <li>c) Reporting of worksite safety incidents.</li> </ul>
Insurance Policy Number	<ul style="list-style-type: none"> <li>a) Administer quality standard checks on vendors, contractors and sub-contractors.</li> </ul>
Bank Information, including Routing and Account Number	<ul style="list-style-type: none"> <li>a) Remuneration for vendor, contractor or sub-contractor services.</li> <li>b) Administer denied parties, legal due diligence/anti-corruption screening for vendors, contractors, or sub-contractors.</li> </ul>
Job Titles Skills/Work History Experience History Training and Certification Records Evaluations References /Background Check	<ul style="list-style-type: none"> <li>a) To administer eligibility to work before employment starts.</li> <li>b) To administer quality, safety and compliance checks and reviews to qualify third party contractors for performing work in accordance with applicable quality standards such as ISO 9001 and NQA-1, including use of individuals who are required to maintain specific qualifications or certifications.</li> <li>c) Manage AECOM business and project-related operations.</li> </ul>
Fingerprint scanning, photograph	<ul style="list-style-type: none"> <li>a) Identification purposes for physical site access and security of certain site locations and project worksites.</li> </ul>
Ethnic origin, sexual orientation, health and religion or belief	<ul style="list-style-type: none"> <li>a) Administer equal opportunities monitoring.</li> </ul>

AECOM's Privacy Notice can be accessed at: <https://aecom.com/privacy-policy/>

Any additional enquiries can be addressed to: [privacyquestions@aecom.com](mailto:privacyquestions@aecom.com)

**Appendix 5**

**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3)  
OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013**

*(Regulations Relating to the Protection of Personal Information, 2018)*

<b>Section A</b>	<b>Details of Data Subject</b>
Name(s) and Surname / Registered Name of Data Subject	
Unique Identifier / Identity Number / Registration Number	
Residential, Postal or Business Address	
Contact Number(s):	
Email Address:	
<b>Section B</b>	<b>Details of Responsible Party</b>
Name(s) and Surname / Registered Name of Data Subject	
Residential, Postal or Business Address	
Contact Number(s):	
Email Address:	
<b>Section C</b>	<b>Reasons for Objection</b>

SIGNED AT \_\_\_\_\_ ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature of Data Subject / Duly Authorised Representative

**Appendix 6**

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013**

*(Regulations Relating to the Protection of Personal Information, 2018)*

*(Regulation 3)*

Request for:

- Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.
- Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

Section A	Details of Data Subject
Name(s) and Surname / Registered Name of Data Subject	
Unique Identifier / Identity Number / Registration Number	
Residential, Postal or Business Address	
Contact Number(s):	
Email Address:	
Section B	Details of Responsible Party
Name(s) and Surname / Registered Name of Data Subject	
Residential, Postal or Business Address	
Contact Number(s):	
Email Address:	
Section C	Reasons for Correction or Destruction of Personal Information

Appendix 7

SUBSIDIARIES / AFFILIATES

Company	Registration Number
AECOM Holdings SA Pty Ltd (AHSA)	2010/015017/07
AECOM South Africa Group Holdings Pty Ltd (ASAGH)	2012/034958/07
AECOM South Africa Holdings Pty Ltd (ASAH)	2010/013644/07
AECOM Africa Pty Ltd (AA)	2010/013644/07
AECOM ROA Pty Ltd (AROA)	1983/010369/07
Khuthele Projects Pty Ltd (Khuthele)	1998/004358/07
AECOM Educational Trust (AET)	IT 001564/2016