BURGER KING® SOUTH AFRICA (RF) PROPRIETARY LIMITED (GROUP OF COMPANIES) T/A BURGER KING®

INFORMATION MANUAL

IN TERMS OF

THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 (AS AMENDED)

AND

THE PROTECTION OF PERSONAL INFORMATION ACT NO. 4 OF 2003 (AS AMENDED)

(collectively, “the Acts”)
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PART A:

INFORMATION MANUAL

IN TERMS OF

SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2002 AND REGULATIONS (AS AMENDED)

(hereinafter “the Act”)
1 INTRODUCTION

1.1 Burger King South Africa (RF) Proprietary Limited (Group of Companies) trading as BURGER KING® (hereinafter referred to as “BURGER KING®”) is a Quick Service Restaurant brand within South Africa.

1.2 The list of BURGER KING® Group of Companies which includes wholly-owned, partially-owned subsidiaries and/or related companies in terms of Section 2 of the Companies Act No. 71 of 2008, as amended) are:

1.2.1 Burger King South Africa (RF) Proprietary Limited
1.2.2 BK 33 on Heerengracht Proprietary Limited
1.2.3 K2013104553 Proprietary Limited
1.2.4 K2013142134 Proprietary Limited
1.2.5 BK Centre Proprietary Limited
1.2.6 BK Grand Proprietary Limited
1.2.7 K2013104566 Proprietary Limited
1.2.8 Burger K North Proprietary Limited
1.2.9 K2013197654 Proprietary Limited
1.2.10 Burger King Restaurants South Africa Proprietary Limited
1.2.11 K2013155282 Proprietary Limited
1.2.12 K2013142135 Proprietary Limited
1.2.13 K2013002814 Proprietary Limited
1.2.14 K2013155256 Proprietary Limited
1.2.15 K2013104578 Proprietary Limited
1.2.16 K2013142140 Proprietary Limited
1.2.17 K2013142135 Proprietary Limited
1.2.18 BK West Coast Proprietary Limited
1.2.19 K2014119389 Proprietary Limited
1.2.20 K2013197681 Proprietary Limited
1.2.21 K2013197655 Proprietary Limited
1.2.22 K2013155270 Proprietary Limited
1.2.23 K2013155298 Proprietary Limited
1.2.24 K2013142140 Proprietary Limited
1.2.25 K2013197652 Proprietary Limited
1.2.26 K2013155911 Proprietary Limited
1.2.27 K2014119486 Proprietary Limited
1.2.28 K2014143184 Proprietary Limited
1.2.29 K2014143177 Proprietary Limited
1.2.30 K2014143185 Proprietary Limited
1.2.31 K2013003249 Proprietary Limited
1.2.32 Grand Foods Meat Plant Proprietary Limited

("BURGER KING® Group of Companies")

1.3 All references to BURGER KING® in this information manual in terms of the Acts (hereinafter "Information Manual") will include the BURGER KING® Group of Companies.

1.4 A copy of this Information Manual can be accessed on our website www.burgerking.co.za or by requesting a copy of the Information Manual from our Information Officer via email or at our registered address.

2 SECTION 51(1)(a) OF THE ACT: BURGER KING® CONTACT DETAILS

Chief Operating Officer: Mr. Juan Klopper
Registered Address: 10th Floor, 33-On-Heerengracht Street, 33 Heerengracht Street, Foreshore, Cape Town, 8001.
Postal Address: P. O. Box 6972, Roggebaai, Cape Town, 8012.
Email: Juan.Klopper@whopper.co.za
Telephone Number: +27 21 412 1400
Directors: Mr. Juan Klopper
Dr. Hassen Adam
Mr. Mohsin Tajbhai
Ms. Ronel Van Dijk
Mr. David Chan Shear

3 SECTION 51(1)(a) OF THE ACT: BURGER KING® INFORMATION OFFICER

3.1 In terms of Section 51(1)(a) of the Act, BURGER KING® has appointed Information Officers to attend to all requests for access to information and any other requirements of the Act.
3.2 The appointed Information Officers are further tasked with the responsibilities of the Information Officer as prescribed by the Protection of Personal Information Act No. 4 of 2013, as amended.

3.3 All requests for access to information may be addressed to:

Information Officer: Mr. Juan Klopper
Deputy Information Officer: Mr. Walter “Dirk” Koekemoer
Physical Address: 10th Floor, 33-On-Heerengracht Street, 33 Heerengracht Street, Foreshore, Cape Town, 8001.
Telephone Number: +27 21 412 1400
Email Addresses: Juan.Klopper@whopper.co.za; Walterk@whopper.co.za.

4 SECTION 51(1)(b) OF THE ACT: BACKGROUND TO THE ACT

4.1 The object of the Act is to give effect to the Constitutional right of access to information held by any juristic person or any other information that is held by another person required for the exercise or protection of a Requester’s rights.

4.2 A public body may also request information from a private body provided the request submitted is in the interest of the public.

4.3 All requests in terms of the Act shall be made in accordance with the prescribed procedures, at the prescribed rates as gazetted. The forms and tariffs are detailed in the Act.

4.4 All Requesters are referred to the Guide compiled by the South African Human Rights Commission (“SAHRC”) in terms of Section 10 of the Act, which contains the information to exercise a person’s Constitutional rights. The Guide is available from the SAHRC and they may be contacted via:

The SAHRC: PAIA Unit
The Research and Documentation Department
Postal Address: Private Bag 2700, Houghton, 2041.
Telephone Number: +27 11 877 3600
Fax Number: +27 11 403 0625
Website: www.sahrc.org.za
Email: paia@sahrc.org.za

4.5 Requesters may access the Guide (which is available in all the official South African languages) at the offices of SAHRC, at no charge:
5 SECTION 51(1)(d) OF THE ACT: RECORDS AVAILABLE VIA OTHER APPLICABLE LEGISLATION

5.1 Access to records pertaining to the below non-exhaustive list of legislation (as amended) are available and may be accessed in accordance with the requirements of the legislation (where applicable):

5.1.1 Basic Conditions of Employment Act No. 75 of 1997;
5.1.2 Companies Act No. 61 of 1973;
5.1.3 Companies Act No. 71 of 2008;
5.1.4 Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993;
5.1.5 Consumer Protection Act No. 68 of 2008;
5.1.6 Copyright Act No. 98 of 1978;
5.1.7 Electronic Communications Act NO. 36 of 2005;
5.1.8 Electronic Communications and Transactions Act No. 25 of 2002;
5.1.9 Employment Equity Act No. 55 of 1998;
5.1.10 Foodstuffs, Cosmetics and Disinfectants Act No. 54 of 1972;
5.1.11 Income Tax Act No. 58 of 1962;
5.1.12 Insolvency Act No. 24 of 1936;
5.1.13 Intellectual Property Law Amendments Act No. 38 of 1997;
5.1.14 Labour Relations Act 66 of 1995;
5.1.15 Occupational Health and Safety Act No. 85 of 1993;
5.1.16 Pension Funds Act No. 24 of 1956;
5.1.17 Promotion of Access to Information Act No. 2 of 2000;
5.1.18 Protection of Personal Information Act No. 4 of 2013;
5.1.19 Skills Development Act No. 97 of 1998;
5.1.20 Skills Development Levies Act 66 of 1995;
5.1.21 Trade Marks Act No. 194 of 1993;
5.1.22 Unemployment Insurance Act No. 63 of 2001;
5.1.23 Unemployment Insurance Contributions Act No. 4 of 2002; and
5.2 It is expressly recorded herein that the accessibility of documents and records in terms of the abovementioned legislation may be subject to the grounds of refusal detailed in this Information Manual.

6 SECTION 51(1)(e) OF THE ACT: SCHEDULE OF RECORDS

The following records are retained by BURGER KING® in accordance with the applicable legislation and may be made available to a Requester of access to records subject to BURGER KING’s sole discretion to grant or deny your request for access to information. All requests will be assessed on a case by case basis and in terms of the provisions of the Act.

6.1 Governance and Compliance

6.1.1 Company records (including but not limited to the Certificate of Incorporation, Memorandum of Incorporation, Minutes of Management Meetings, share certificates, and register of directors);

6.1.2 Policies, procedures, objectives, and governance documentation;

6.1.3 Sub-franchisees agreements and Sub-franchisees Disclosure documents.

6.2 Operations Records

6.2.1 Rental agreements;

6.2.2 BURGER KING® Restaurants’ policies and manuals;

6.2.3 Food safety and health safety records;

6.2.4 Lease agreements concluded with BURGER KING® landlords;

6.2.5 Agreements concluded between BURGER KING® and its service providers and/or suppliers.

6.3 Finance and Accounting Records

6.3.1 Annual Financial Statements;

6.3.2 Tax records and returns;

6.3.3 Accounting records;

6.3.4 Bank statements;

6.3.5 Electronic banking records;

6.3.6 Bank records;
6.3.7 Asset Register;

6.3.8 Invoices and Statements; and

6.3.9 General ledgers.

6.4 Human Resources Records

6.4.1 Policies and Procedures;

6.4.2 Employees’ records;

6.4.3 Training manuals;

6.4.4 Payroll records;

6.4.5 Agreements concluded between BURGER KING® employees and third parties;

6.4.6 Pension Funds Act No. 24 of 1956 records; and

6.4.7 Medical Aid Scheme records.

6.5 Intellectual Property

6.5.1 BURGER KING® trademarks;

6.5.2 BURGER KING® copyrights; and

6.5.3 BURGER KING® menu offerings.

6.6 Personal Information

BURGER KING® customers’ Personal Information as defined in the Protection of Personal Information Act No. 4 of 2013, as amended (“POPIA”).

7 SECTION 51(1)(e) OF THE ACT: REQUEST FOR ACCESS TO INFORMATION

To facilitate the Processing of your request, you are required to comply with the following processes and procedures:

7.1 Submit your request for access to information using the prescribed form annexed hereto as Annexure A;

7.2 All requests should be addressed to the Information Officer and the Deputy Information Officer. The following details should be incorporated in your request:
7.2.1 the record(s) requested;

7.2.2 the Requester’s details (and if an agent or third party is lodging the request, proof of the person’s capacity);

7.2.3 the form of access required;

7.2.4 the postal address, email, or fax number of the Requester within South Africa. If the Requester wishes to be informed of the decision in any manner (in addition to in writing) the manner and particulars thereof; and

7.2.5 the right(s) which the Requester is seeking to exercise or protect with an explanation of the reason(s) the record is required to exercise or protect the right.

7.3 There are 2 (two) types of Requesters, whose request will be considered:

7.3.1 Personal requesters

“Personal requester” is a requester who is seeking access to a record containing personal information about the requester.

Subject to any applicable grounds of refusal and the prescribed fees being paid, BURGER KING® shall voluntarily provide the requested information or give access to the relevant records of the requester’s personal information.

7.3.2 Other requesters

“Other requester” means a person or entity who is entitled to request access to information on behalf of third parties.

Subject to any applicable grounds of refusal, BURGER KING® shall assess the request in accordance with the provision of the Act including to take reasonable steps to inform the third party to whom the requested record relates of the request, informing him or her or it that he or she or it may make a written or oral representation to the Information Officer or Deputy Information Officer (as the case may be) detailing reasons the request should be refused or if required, giving written consent of the disclosure of the requested information. BURGER KING® is under no obligation to voluntarily disclose and/or to grant access to the requested information.

7.4 All requests by Other requesters in terms of 7.3.2 must strictly comply with the prerequisite requirements of the Act (including but not limited to Chapter 5: Part 3 of the Act).

8 SECTION 51(1)(f) OF THE ACT: PRESCRIBED FEES

The following processes and procedure apply to all requests for access to information, excluding Personal Requests:
8.1 A Requester is required to pay the prescribed fee of R50.00 (fifty rand) before a request will be processed.

8.2 A Requester may lodge an application with a court against the tender or payment of the request fee and/or deposit.

8.3 BURGER KING® shall be entitled to withhold the requested records until the prescribed fees applicable have been fully paid by the Requester and proof of payment has been attached to the request for information.

8.4 The list of prescribed fees are annexed hereto as Annexure B and all payments may be made to the below banking details:

Account Holder: Burger King South Africa (RF) Pty Ltd
Bank: Nedbank Limited
Account Type: Current Account
Account Number: 103 988 7317
Branch Code: 198 765
Reference: S51PAIA&POPI / Request Number

8.5 If the search for and preparation of the requested information (prohibited disclosure information excluded), including arrangement to make it available in the requested form, requires more than the hours prescribed in the Regulations to the Act for this purpose, the Information Officer or the Deputy Information Officer may request you to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

9 PROCEDURE TO REQUEST ACCESS TO INFORMATION

9.1 All access requests must fully comply with the processes and payments detailed in 7 and 8 above, failing which the Requester’s request will not be processed until such time as the required procedural requirements have been fulfilled.

9.2 Any request for information submitted on behalf of a third party must include proof of the Requester’s authority to submit the application on behalf of the third party. Proof of the Requester’s capacity must be to the reasonable satisfaction and sole discretion of BURGER KING® and its Information Officer.

9.3 All requests for access to information which duly comply with the Act will be assessed within 30 (thirty) days from the date the Requester submits the request, save for instances where the Requester expressly shows good cause and reasonable grounds based on which the Requester’s application should be expeditiously processed to exercise or protect the Requester’s right.

9.4 The Information Officer or Deputy Information Officer will notify the Requester of the outcome of the request for information in writing. On request, the Information Officer or Deputy Information must provide the reasoning for granting or denying the Requester’s access to information.
9.5 Where a request for information has been granted, the Information Officer reserves the right to reduct any information which does not form part of the information requested by the Requester. The access to information, when granted, will be solely for the information requested provided the information is not prohibited from being disclosed.

9.6 A Requester whose request has been granted must pay the applicable access fee for reproduction, for the search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

9.7 You may ask for a refund of the deposit if your access request is refused.

10 REFUSAL OF ACCESS TO INFORMATION

In terms of the Act, we are entitled to refuse to grant a request for information.

10.1 The main grounds we may rely on to refuse your request relate to:

10.1.1 mandatory protection of the privacy of a third party who is a natural person or a deceased person (Section 63 of the Act) or a juristic person, as included in the POPIA, which would involve the unreasonable disclosure of Personal Information of that natural or juristic person;

10.1.2 mandatory protection of personal information and for disclosure of any personal information to, in addition to any other legislative, regulatory or contractual agreements, comply with the provisions of the POPIA;

10.1.3 mandatory protection of the commercial information of a third party (Section 63 of the Act), if the record contains:

10.1.3.1 trade secrets of that third party;

10.1.3.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party; and

10.1.3.3 information disclosed in confidence by a third party to BURGER KING®, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition.

10.1.4 mandatory protection of confidential information of third parties (Section 65 of the Act) if it is protected in terms of any agreement;

10.1.5 mandatory protection of the safety of individuals and the protection of property; and
10.1.6 mandatory protection of records that would be regarded as privileged in legal proceedings.

10.2 The commercial activities (Section 68 of the Act) of BURGER KING®, which may include:

10.2.1 trade secrets of BURGER KING®;

10.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of BURGER KING®;

10.2.3 information which, if disclosed could put BURGER KING® at a disadvantage in negotiations or commercial competition;

10.2.4 a computer program which is owned by BURGER KING®, and which is protected by copyright; and

10.2.5 the research information of BURGER KING® or a third party, if its disclosure would disclose the identity of BURGER KING®, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

10.3 All requests for information which are frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

10.4 If a requested record cannot be found or if the record does not exist, the Information Officer or Deputy Information Officer shall, by way of an affidavit or affirmation, notify the Requester that it is not possible to give access to the requested information. Such written notice will be regarded as a decision to refuse a request for access to the record concerned for the purposes of the Act. If the record should later be found, the Requester shall be given access to the record in the manner stipulated by the Requester in the prescribed form, unless the Information Officer or Deputy Information Officer refuses access to such information.

11 YOUR AVAILABLE REMEDIES

11.1 BURGER KING® Internal Remedies

BURGER KING® does not have internal appeal procedures. As such, the decision made by the Information Officer is final. If your request is denied, you are entitled to apply to a court with appropriate jurisdiction or other external remedies detailed in 11.2 below for relief.

11.2 External Remedies

11.2.1 A Requester or a third party that is dissatisfied with the Information Officer’s decision to deny the request for access may within 30 (thirty) days of notification of the decision, may apply to a court for relief.
11.2.2 For purposes of the Act, the Courts with competent jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status, and Magistrates’ Court designated by the Minister of Justice and Constitutional Development and which is presided over by a designated Magistrate.

12 PUBLICATION AND REVIEW OF THE INFORMATION

12.1 The Information Manual is made available in accordance with Regulation Number R187 of 15 February 2002.

12.2 BURGER KING® reserves its right to update the Information Manual regularly as it deems fit. The updated version of the Information Manual may be accessed on our website or at our registered address or via email request to the Information Officer or Deputy Information Officer.
PART B:

INFORMATION MANUAL

IN TERMS OF THE

PROTECTION OF PERSONAL INFORMATION ACT NO. 4 OF 2013
AND REGULATIONS (AS AMENDED)

(hereinafter “POPIA”)

14
13  SECTION 51(1)(c)(i) OF POPIA: PURPOSE OF THE PROCESSING

13.1 POPIA aims to regulate how Personal Information may be processed, by establishing conditions, in harmony with international standards, that prescribe the minimum threshold requirements for the lawful processing of Personal Information. In addition, all persons are afforded rights and remedies to protect their Personal Information from Processing that is not in accordance with POPIA (Section 2 of POPIA).

13.2 BURGER KING® is a Responsible Party in terms of Section 1 of POPI as we, in conjunction with our authorised third party service providers, determine the purpose and means for Processing your Personal Information.

13.3 BURGER KING® generally processes your Personal Information for the following non-exhaustive list of purposes:

13.3.1 to comply with our legislative obligations;

13.3.2 to comply with our contractual obligations;

13.3.3 to comply with our daily business operations;

13.3.4 to send communication (including direct marketing) and promotional information to our Customers in accordance with their instructions or consents to receive such information; and

13.3.5 and to pursue the legitimate interests of Burger King® to the extent permissible by law.

13.4 Personal Information processed by BURGER KING® shall fully comply with the provisions of POPI including but not limited to lawfully processing Personal Information solely for the purpose for which the information was collected, according to the rights of Data Subjects, and retaining the information for no longer than is necessary.

14  SECTION 51(1)(c)(ii) OF POPIA: CATEGORIES OF DATA SUBJECTS AND APPLICABLE INFORMATION

14.1 Categories of Data Subjects include but are not limited to:

14.1.1 BURGER KING® customers;

14.1.2 BURGER KING® employees, temporary staffs, and independent contractors;

14.1.3 BURGER KING® suppliers and service providers; and

14.1.4 Third parties who conduct with BURGER KING®.
14.2 Categories of Personal Information processed may include but are not limited to:

<table>
<thead>
<tr>
<th>Natural Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>names, identity or passport number, date of birth, citizenship, age, race, gender, sex, marital status, fingerprint, language, medical information, physical or mental health information, pregnancy, disability, history of education, criminal or employment history, contact details (including telephone numbers, email addresses, physical and postal addresses), bank account details, income tax numbers, background checks, curriculum vitae, personal opinions, views or preferences and confidential information.</td>
</tr>
<tr>
<td>Juristic Person</td>
</tr>
<tr>
<td>Registrated names, registration number, companies’ information, identities of directors or partners or trustees or sole proprietor, authorised signatories, beneficiaries, ultimate beneficial owners, contact details (including registered, physical and postal addresses), founding documents, income tax numbers, VAT registration numbers, banking information, and information of services or goods offerings,</td>
</tr>
</tbody>
</table>

15 **SECTION 51(1)(c)(iii) OF POPIA: RECIPIENTS OR CATEGORIES OF RECEIPIENTS WHOM PERSONAL INFORMATION MAY BE SUPPLIED**

The recipients or categories of such Personal Information include:

15.1 BURGER KING® employees, temporary staffs, and independent contractors;

15.2 All natural and juristic persons who provide products and/or services to BURGER KING® and/or its employees, temporary staffs and independent contractors;

15.3 All regulatory and governmental authorities or similar bodies or authorities with whom Burger King® is required to share information in terms of the applicable legislation; and

15.4 Registered financial institutions who provide products and services to Burger King®.

16 **SECTION 51(1)(c)(iv) OF POPIA: PLANNED TRANSBORDER FLOW OF PERSONAL INFORMATION**

BURGER KING® may transmit Personal Information to its authorised third parties and/or other companies and store Personal Information on data servers situated outside the Republic of South Africa. Burger King® undertakes to ensure compliance with POPIA and any other applicable data privacy legislation in the jurisdiction of the authorised third parties.
SECTION 51(1)(c)(v) OF POPIA: PRELIMINARY ASSESSMENT OF SUITABILITY OF SECURITY MEASURES

BURGER KING® acknowledges the sensitivity and confidential nature of your Personal Information and has taken all appropriate, reasonable technical and organisational measures to ensure that the Personal Information processed is safeguarded in terms of the provisions of POPIA.

REGULATION 2 OF POPIA: OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION BY DATA SUBJECTS

18.1 In terms of Section 11 (3) of POPIA read with Regulation 2 of the POPIA Regulations, a Data Subject may, at any time, object to the Processing of their Personal Information, subject to exceptions set out in POPIA.

18.2 All such requests must be submitted by completing the prescribed form annexed hereto as Annexure C.

REGULATION 3 OF POPIA: REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION

Section 24 of POPIA read with Regulation 3 of the POPI Regulations makes provision for a Data Subject to request for their Personal Information to be corrected or deleted. All such requests must be submitted by completing the prescribed form annexed hereto as Annexure D.

APPROVAL

This Information Manual for BURGER KING® has been reviewed by the Policy Working Committee, approved and signed off by the Chief Operating Officer of BURGER KING®.

Signed at Cape Town on this the 14th day of December 2020.

J KLOPPER
ANNEXURE A

REPUBLIC OF SOUTH AFRICA

FORM C
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))
[Regulation 10]

A. Particulars of private body
The Head:

B. Particulars of person requesting access to the record
(a) The particulars of the person who requests access to the record must be given below.
(b) The address and/or fax number 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 and surname:
Identity number:
Postal address:
Telephone number:  (________)  Fax number:  (________)
E-mail address:
Capacity in which request is made, when made on behalf of another person:

C. 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.

Full names and surname:
Identity number:
FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

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

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
(b) You will be notified of the amount required to be paid as the request fee.
(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

Reason for exemption:

Reason for exemption:

Reason for exemption:
F. Form of access to record

If 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 below, state your disability and indicate in which form the record is required.

<table>
<thead>
<tr>
<th>Disability:</th>
<th>Form in which record is required:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mark the appropriate box with an X.

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

1. If the record is in written or printed form:

- [ ] copy of record*
- [ ] inspection of record

2. If record consists of visual images -
   (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):

- [ ] view the images
- [ ] copy of the images*
- [ ] transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound:

- [ ] listen to the soundtrack (audio cassette)
- [ ] transcription of soundtrack*
  (written or printed document)

4. If record is held on computer or in an electronic or machine-readable form:

- [ ] printed copy of record*
- [ ] printed copy of information derived from the record*
- [ ] copy in computer readable form*
  (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Yes [ ] No [ ]

G. Particulars of right to be exercised or protected

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.

1. Indicate which right is to be exercised or protected:

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
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</tbody>
</table>

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

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

Date of Compilation: 4 December 2020
Date of Revision: 7 December 2020
FORM C: REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

H. Notice of decision regarding request for access

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.

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

________________________________________

Signed at ___________________________ this day _______ of _________________________ year _______

________________________________________

SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE
<table>
<thead>
<tr>
<th><strong>INTERNAL ASSESSMENT OF REQUEST FOR INFORMATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Officer</td>
</tr>
<tr>
<td>Deputy Information Officer</td>
</tr>
<tr>
<td>Request Reference Number</td>
</tr>
<tr>
<td>Request Fee</td>
</tr>
<tr>
<td>Deposit Fee (if applicable)</td>
</tr>
<tr>
<td>Payment Received</td>
</tr>
<tr>
<td>Access Fee</td>
</tr>
<tr>
<td>APPROVED / REJECTED</td>
</tr>
<tr>
<td>Authorised by COO</td>
</tr>
<tr>
<td>Date of authorisation</td>
</tr>
</tbody>
</table>
ANNEXURE B

PRESCRIBED FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee in RAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) For every photocopy of an A4-size page or part thereof</td>
<td>1,10</td>
</tr>
<tr>
<td>(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form</td>
<td>0.75</td>
</tr>
<tr>
<td>(c) For a copy in a computer-readable form on—</td>
<td></td>
</tr>
<tr>
<td>(i) stiffy disc</td>
<td>7.50</td>
</tr>
<tr>
<td>(ii) compact disc</td>
<td>70.00</td>
</tr>
<tr>
<td>(d) (i) For a transcription of visual images, for an A4-size page or part thereof</td>
<td>40.00</td>
</tr>
<tr>
<td>(ii) For a copy of visual images</td>
<td>60.00</td>
</tr>
<tr>
<td>(e) (i) For a transcription of an audio record, for an A4-size page or part thereof</td>
<td>20.00</td>
</tr>
<tr>
<td>(ii) For a copy of an audio record</td>
<td>30.00</td>
</tr>
</tbody>
</table>

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50.00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

4.1

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee in RAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) For every photocopy of an A4-size page or part thereof</td>
<td>1,10</td>
</tr>
<tr>
<td>(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form</td>
<td>0.75</td>
</tr>
<tr>
<td>(c) For a copy in a computer-readable form on—</td>
<td></td>
</tr>
<tr>
<td>(i) stiffy disc</td>
<td>7.50</td>
</tr>
<tr>
<td>(ii) compact disc</td>
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<tr>
<td>(d) (i) For a transcription of visual images, for an A4-size page or part thereof</td>
<td>40.00</td>
</tr>
<tr>
<td>(ii) For a copy of visual images</td>
<td>60.00</td>
</tr>
<tr>
<td>(e) (i) For a transcription of an audio record, for an A4-size page or part thereof</td>
<td>20.00</td>
</tr>
<tr>
<td>(ii) For a copy of an audio record</td>
<td>30.00</td>
</tr>
<tr>
<td>(f) To search for and prepare the record for disclosure</td>
<td>30.00 for each hour or part of an hour reasonably required for</td>
</tr>
</tbody>
</table>
4.2 Applicable Deposits

4.2.1 For purposes of section 54 (2) of the Act, where BURGER KING® receives a request for access to information held on a person other than the Requester and the Information Officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

4.2.2 The amount of the deposit is equal to $1/3$ (one third) of the amount of the applicable access fee.

4.3 The actual postage is payable when a copy of a record must be posted to a requester.
ANNEXURE C

FORM 1
Objection to the Processing of Personal Information in Terms of Section 11(3) of the Protection of Personal Information Act, 2013 (ACT No. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017
[Regulation 2(1)]

Note:
1. Affidavits or other documentary evidence in support of the objection must be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

Reference Number:....

<table>
<thead>
<tr>
<th>A</th>
<th>DETAILS OF DATA SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and surname of data subject:</td>
<td></td>
</tr>
<tr>
<td>Residential, postal or business address:</td>
<td></td>
</tr>
<tr>
<td>Contact number(s):</td>
<td></td>
</tr>
<tr>
<td>Fax number:</td>
<td></td>
</tr>
<tr>
<td>E-mail address:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B</th>
<th>DETAILS OF RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and surname of responsible party (if the responsible party is a Natural person):</td>
<td></td>
</tr>
<tr>
<td>Residential postal or business address:</td>
<td></td>
</tr>
<tr>
<td>Contact number(s):</td>
<td></td>
</tr>
<tr>
<td>Fax number:</td>
<td></td>
</tr>
<tr>
<td>E-mail address:</td>
<td></td>
</tr>
<tr>
<td>Name of public or private body (if the responsible party is not a natural person):</td>
<td></td>
</tr>
<tr>
<td>Business address:</td>
<td></td>
</tr>
</tbody>
</table>

Code ( )
### C REASONS FOR OBJECTION (Please provide detailed reasons for the objection)

<table>
<thead>
<tr>
<th>Reason for Objection</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Signed at .......................... this .................. day of .......................... 20...........

---------------------------------
Signature of data subject (applicant)
ANNEXURE D

FORM 2
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 (ACT NO.
4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 3]

Note:
1. Affidavits or other documentary evidence as applicable in support of the request may be attached.
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.

Mark the appropriate box with an "x".
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.

<table>
<thead>
<tr>
<th>A</th>
<th>DETAILS OF THE DATA SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name(s) and surname / registered name of data subject:</td>
<td></td>
</tr>
<tr>
<td>Unique identifier/ Identity Number:</td>
<td></td>
</tr>
<tr>
<td>Residential, postal or business address:</td>
<td></td>
</tr>
<tr>
<td>Code ( )</td>
<td></td>
</tr>
<tr>
<td>Contact number(s):</td>
<td></td>
</tr>
<tr>
<td>Fax number/E-mail address:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B</th>
<th>DETAILS OF RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name(s) and surname / registered name of responsible party:</td>
<td></td>
</tr>
<tr>
<td>Residential, postal or business address:</td>
<td>Code ( )</td>
</tr>
<tr>
<td>Contact number(s):</td>
<td></td>
</tr>
<tr>
<td>Fax number/ E-mail address:</td>
<td>C</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---</td>
</tr>
</tbody>
</table>

**D**

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 .................................. this ...................... day of .......................... 20 ............

Signature of data subject/ designated person
GLOSSARY

“Customers” means BURGER KING® customers.

“Data Subject” means the person to whom the personal information relates (Section 1 of POPIA).

“Information Regulator” means the juristic person established in terms of Section 39 of POPIA.

“Personal information” means personal information as defined in POPIA.

“Processing” means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including - (a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use; (b) dissemination by means of transmission, distribution or making available in any other form; or (c) merging, linking, as well as restriction, degradation, erasure or destruction of information (Section 1 of POPIA);


“Requester” means the person or juristic person requesting access to the information.

“Responsible Party” means a public or private or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information.