

SAS South African Worker Privacy Statement

South Africa Country/Region: South Africa
Date: 1 July2021

Department: Legal and Human Resources

SAS Institute Inc., our subsidiaries and affiliates ("SAS" or "we" or "us") care about your privacy and are committed to processing your personal information in accordance with fair information practices and applicable data privacy laws. This Privacy Statement (i) describes how we collect, use, protect, share, and transfer your personal information; and (ii) describes your rights and choices regarding your personal information, and how to exercise those rights with SAS.

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Scope of this Privacy Statement

This Privacy Statement applies to the personal information that we collect about any regular employee, student employee, substitute employee, temporary employee, expatriate, contractor, sub-contractor, unpaid intern, or GRA Student of SAS and its affiliates (hereafter "Workers").

As used in this statement, "personal information" means any information relating to an identifiable living, natural person, and where it is applicable, an identifiable, existing juristic person, and is intended to include all information defined as "personal information" in terms of the Protection of Personal Information Act, 2013 as it relates to Workers.

Personal Information We Collect and How We Collect It

We may gather different types of personal information relating to you, including:

Information relating to your Worker status and missions:

- Identification information, such as your name, title, and gender;
- Professional information, such as your work address, division name, department, country and region, manager, job title, employment status (full-time/part-time), and job specifications (responsibilities, competences regarding your job talents and skills, including the use of the IT facilities);
- Contact information, such as (mobile) phone number, e-mail address and fax number (work and private);
- Private life information, such as your marital status, household composition, hobbies, as well as personal information of your dependents and emergency contacts;
- Financial information (including bank account number, tax information, company credit card information, expenses and reimbursements), company car lease details, business travel and stay details, health care insurance and pension insurance details;
- Administrative information, such as passport or identity card information, employee ID number, and device numbers;
- Whether you are a member of the local Works Council where applicable;
- Performance, attendance, disciplinary and grievance records;
- Information gathered as a result of internal investigations, regulatory inquiry, or related to litigation;
- Health records you consent to sharing or as required to be collected, for example in the context of a visit at SAS Health Care Center in accordance with U.S. HIPAA rules;
- Images, such as CCTV footage or pictures taken during activities at SAS, where permitted by applicable law.

Information regarded as special personal information:

- Information relating to your race, trade union membership, biometric information or health information necessary to comply with applicable law and or security measures or for purposes of making benefits available to you.

Information relating to your use of IT and communications:

- Electronic identification information, such as IP addresses, user names, passwords, log data, and other traffic information to and from, and via the internet (including websites, email traffic, and the use of social media), and other personal data that may be included in communication means, browsing history and log data;
- IT facilities you use, data regarding the monitoring and inspection of the IT facilities (web traffic data, reports);
- Names of business and personal applications installed on a mobile device for the purpose of your work with SAS (excluding data contained in or activities that occur within an application);
- Problem resolution ticket details (and associated communications);

SAS, and in some cases, third parties on behalf of SAS, collect your personal information in several ways:

- Through information you provide as a Worker at SAS, whether at the time of your application for employment, registration in our skills database for future projects, onboarding or at any other time during the course of your work at SAS;
- Through our mobile applications (some of which may be managed by third parties on behalf of SAS);
- Through your participation in surveys, contests, and promotions;
- Through information you choose to submit through internal social networking and communication tools, such as the HUB, internal blogs, and bulletin boards.

We will only collect the information that we deem necessary for the purposes listed below. As a result, we may not be able to address a request or perform certain task related to your Worker relationship with SAS if we are missing some of this information. However, you may share with us personal information voluntarily that is not strictly necessary (such as when your picture is taken during SAS activities and/or shared on the HUB) for the purposes listed below, in which case we protect it like any other personal information subject to this Worker Privacy Statement.

How We Use Your Personal Information

SAS only uses your personal information in the following ways:

- Human resources and personnel management (e.g., processing arising out or related to: performance of an employment or other contract with a Worker, managing the employment relationship, administering compensation and benefits, training etc.);
- Business process execution and internal management (e.g. scheduling work, conducting audits and investigation, implementing access controls etc.);
- Developing and facilitating active communication, collaboration and networking among SAS workers;
- Business operations (e.g., project management, strategic planning, internal and external communication etc.);
- Organizational analysis and development including based upon de-identified personal information (e.g. conducting Worker surveys, analyzing business process, optimizing service for customers etc.);
- Health, safety, security, and integrity (e.g. occupational health and safety, authentication of Worker status and access rights, cooperation with government agencies etc.);
- Compliance with SAS' policy and law (e.g. ensure compliance with company policies, conducting audits and internal investigations, responding to legal process, compliance with employment equity laws and labour laws etc.);
- Establishment, execution, or defense of legal claims (e.g. defending litigation, enforcement actions, managing internal complaints or claims etc.);
- Protecting legitimate interests of Workers or other persons;
- Managing mergers, acquisitions, divestitures, or other enterprise transactions;

- Offering you the choice of receiving different types of internal communication and information related to our company. You may subscribe to e-newsletters or other publications for example;
- Management reporting; and
- Any other purpose set forth in this Worker Privacy Statement, including any changes to this list that may be made to it in the future.

We may process your personal information for the above purposes when:

- It is needed for contract performance or to take steps to enter into a contract with you in the context of your employment with SAS,
- SAS needs it to comply with certain legal obligations, for example for tax or social security reporting obligations,
- It is your legitimate interests,
- SAS' legitimate business interests require it, including for protecting against fraud and other liabilities, ensuring compliance and our ability to assert legal defenses, and guaranteeing the security our networks and systems, or
- We obtain your consent in compliance with applicable law.

How We Share and Transfer Your Personal Information

We do not sell, rent, lease, or disclose your personal information to others except as described in this Privacy Statement.

We share your personal information with other SAS entities. SAS is a global corporation with subsidiaries, and affiliates and business partners in many countries, and with technical systems that cross borders. As a result, when we share your personal information with other SAS entities, we may transfer this data across country borders, and store or process data in the United States or any other country in which SAS or its subsidiaries, affiliates, or business units maintain facilities are located. SAS has taken measures to ensure that all personal information is transferred among SAS entities in a legally compliant manner.

We may also disclose your personal information to third parties, including:

- Our vendors, subcontractors, and processors; customers, and/or business partners for purposes related to those described above.
- Companies other than SAS entities in connection with a sale or transfer of all or part of our business or assets.
- Law enforcement or other government officials upon request if we believe such disclosure necessary or appropriate.

Rights and Choices of Workers under POPIA

POPIA provides you with certain rights regarding your personal information .A brief description of some of those rights follows:

- **Access.** You may (i) request confirmation that we hold your personal information; (ii) access your personal information; or (iii) request the identities or categories of third parties to whom we have disclosed your personal information
- **Correction.** You also have the right to request to correction of incomplete, inaccurate, irrelevant, excessive, misleading, outdated or unlawfully obtained personal information.
- **Objection.** You may object to any uses or disclosures of your personal data that are not (i) required by law or(ii) necessary for the fulfillment of a contractual obligation. If you do object, we will work with you to find a reasonable accommodation.
- **Deletion.** You may also request the deletion of your personal information , as permitted under applicable law. This may apply, for instance, where this information is outdated or the processing is no longer necessary or is unlawful; where you withdraw your consent to our processing based on such consent; or where we determine we should accommodate an objection you have raised to our processing. However, sometimes, we may need to retain your personal information. For example, this may occur in situations in which we need to comply with our legal obligations, for the establishment, exercise, or defense of legal claims, or in some cases, to fulfill the purposes for which your information was gathered.
- **Restriction of Processing.** We must restrict processing of your personal information while we are processing your request or complaint pertaining to (i) the accuracy of your personal information, (ii) where we no longer need the personal information for achieving the purpose for which it was collected but it is being maintained for purposes of proof, (iii) where you believe the processing is unlawful and you oppose the destruction or deletion of the personal information. **Withdraw your Consent.** In the event you provided consent to processing your personal information, you may withdraw any consent you previously gave us regarding the processing of your personal information at any time. Such withdrawal will not affect the lawfulness of the processing before your withdrawn your consent.

You may exercise these rights free of charge unless the request is unfounded or excessive, for instance because it is repetitive. In some situations, we may refuse to act or may impose limitations on your rights, as permitted by applicable law. Before SAS is able to provide you with any information or correct any inaccuracies, we may ask you to verify your identity and/or provide other details to help us respond to your request.

To exercise your rights, please consult the SAS PAIA Manual or contact us using the information provided below. In all cases, you have a right to file a

complaint with the Information Regulator where you believe that your privacy rights have been infringed.

Data Security and Data Retention

SAS takes care to guard the security of your personal information. We apply appropriate physical, technical, and organisational measures that are reasonably designed to protect personal information against accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access, and against all other unlawful forms of processing. We maintain a comprehensive information security program that is proportionate to the risks associated with the processing. We use enhanced security measures when processing any sensitive information.

We keep your personal information for as long as necessary to fulfill the purposes outlined in this Statement, to adhere to our policies, and for any period as legally required or permitted by applicable law. When determining the retention period, we take into account various criteria, such as the type of employment or missions you are involved in at SAS, the nature and length of our relationship with you, mandatory retention periods provided by law and prescription.

Changes to This Statement

If there are updates to the terms of this Privacy Statement, we will post those changes here and update the revision date in this document so that you will always know what information we collect online, how we use it, and what choices you have.

How to Contact Us

If you have questions about this Privacy Statement, please contact your local HR or legal department or the Information Officer.

SAS reserves the right to change its policies at any time as mandated by legal requirements or as dictated by business need. If you have questions, [contact your HR Business Partner](#).