

## Privacy Statement

### Kakira Sugar Limited

We are very delighted that you have shown interest in Kakira Sugar Limited. Data protection is of a particularly high priority for Kakira Sugar Limited and its management.

#### 0. Preamble

The processing of personal data, such as the name, address, e-mail address, or telephone number of a data subject shall always be in line with applicable data protection regulations in Uganda, and in accordance with best practices for data privacy. By means of this data protection declaration, our enterprise would like to inform the general public, our customers, suppliers, and other stakeholders of the nature, scope, and purpose of the personal data we collect, use and process. Furthermore, data subjects are informed, by means of this data protection declaration, of the rights to which they are entitled as website users, customers, suppliers, and other individuals interacting with Kakira Sugar Limited.

Kakira Sugar Limited has implemented numerous technical and organizational measures to ensure the most complete protection of personal data processed through our website, business operations, and other communication channels. However, Internet-based data transmissions may in principle have security gaps, so absolute protection may not be guaranteed. For this reason, every data subject is free to transfer personal data to us via alternative means, e.g., by telephone or by mail, where appropriate.

#### 1. Definitions

The data protection declaration of Kakira Sugar Limited is based on commonly accepted data protection terms and principles. Our data protection declaration should be legible and understandable for the general public, as well as our customers, suppliers, and other business partners. To ensure this, we would like to first explain the terminology used.

In this data protection declaration, we use, inter alia, the following terms:

- a) **Personal data** Personal data means any information relating to an identified or identifiable natural person ("data subject"). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
- b) **Data subject** Data subject is any identified or identifiable natural person, whose personal data is processed by us.
- c) **Processing** Processing is any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
- d) **Restriction of processing** Restriction of processing is the marking of stored personal data with the aim of limiting their processing in the future.
- e) **Profiling** Profiling means any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to

analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.

f) **Pseudonymisation** Pseudonymisation is the processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure that the personal data are not attributed to an identified or identifiable natural person.

g) **Controller or controller responsible for the processing** Controller or controller responsible for the processing is the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.

h) **Processor** Processor is a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

i) **Recipient** Recipient is a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not. However, public authorities which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

j) **Third party** Third party is a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

k) **Consent** Consent of the data subject is any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

## **2. Name and Address of the Controller**

Controller for the purposes of applicable data protection laws is:

Kakira Sugar Limited, P. O. Box 121,

Kakira Estate, Jinja, Uganda

Phone: +256 414 444 000

## **3. Name and Address of the Data Protection Officer**

Any data subject may, at any time, contact our Data Protection Officer directly with all questions and suggestions concerning data protection.

Kakira Sugar Limited, P. O. Box 121,

Kakira Estate, Jinja, Uganda

Phone: +256 414 444 000

dpo@kakirasugar.com or privacy@kakirasugar.com]

#### **4. Cookies**

Our Internet pages use cookies. Cookies are text files that are stored in a computer system via an Internet browser.

Many Internet sites and servers use cookies. Many cookies contain a so-called cookie ID. A cookie ID is a unique identifier of the cookie. It consists of a character string through which Internet pages and servers can be assigned to the specific Internet browser in which the cookie was stored. This allows visited Internet sites and servers to differentiate the individual browser of the data subject from other Internet browsers that contain other cookies. A specific Internet browser can be recognized and identified using the unique cookie ID.

Through the use of cookies, we can provide the visitors of this website with more user-friendly services that would not be possible without the cookie setting.

By means of a cookie, the information and offers on our website can be optimized with the user in mind. Cookies allow us, as previously mentioned, to recognize our website users. The purpose of this recognition is to make it easier for users to utilize our website.

The data subject may, at any time, prevent the setting of cookies through our website by means of a corresponding setting of the Internet browser used, and may thus permanently deny the setting of cookies. Furthermore, already set cookies may be deleted at any time via an Internet browser or other software programs. This is possible in all popular Internet browsers. If the data subject deactivates the setting of cookies in the Internet browser used, not all functions of our website may be entirely usable.

#### **5. Collection of General Data and Information**

The websites of Kakira Sugar Limited and any mobile applications offered by us collect a series of general data and information when a data subject or automated system calls them up. This general data and information are stored in the server log files. Collected may be (1) the browser types and versions used, (2) the operating system used by the accessing system, (3) the website from which an accessing system reaches our website (so-called referrers), (4) the sub-websites, (5) the date and time of access to the Internet site, (6) an Internet protocol address (IP address), (7) the Internet service provider of the accessing system, and (8) any other similar data and information that may be used in the event of attacks on our information technology systems.

When using these general data and information, Kakira Sugar Limited does not draw any conclusions about the data subject. Rather, this information is needed to (1) deliver the content of our website correctly, (2) optimize the content of our website, (3) ensure the long-term viability of our information technology systems and website technology, and (4) provide law enforcement authorities with the information necessary for criminal prosecution in case of a cyber-attack. Therefore, Kakira Sugar Limited analyzes anonymously collected data and information statistically, with the aim of increasing data protection and data security of our enterprise, and to ensure an optimal level of protection for the personal data we process. The anonymous data of the server log files are stored separately from all personal data provided by a data subject.

#### **6. Customer and Supplier Interactions (e.g., Orders, Deliveries, Payments)**

When you engage with Kakira Sugar Limited as a customer (e.g., placing orders, requesting quotes) or as a supplier (e.g., providing goods or services), we collect personal data necessary for fulfilling our contractual obligations and maintaining our business relationship.

- **Categories of data collected:** This may include your name, company name, business address, contact person details (name, email, phone number), delivery addresses, billing information, payment details, order history, and other relevant information for business transactions.
- **Purpose of processing:** This data is collected and stored exclusively for our internal use to process orders, manage deliveries, handle payments, administer contracts, provide customer service, and comply with legal and regulatory requirements (e.g., tax obligations).
- **Data Transfer:** We may transfer necessary personal data to one or more processors (e.g., logistics partners, payment service providers, financial institutions) or third parties (e.g., regulatory bodies, auditors) where required for the fulfillment of our services or legal obligations.
- **Data Accuracy:** We rely on you to provide accurate and up-to-date information. You have the right to request correction of inaccurate data.

## 7. Subscription to our Newsletters

On our website, users are given the opportunity to subscribe to our enterprise's newsletter. The subscription to the newsletter typically requires the provision of your email address.

Kakira Sugar Limited informs its customers and other business partners regularly by means of a newsletter about enterprise offers, news, and relevant information. The enterprise's newsletter may only be received by the data subject if (1) the data subject has a valid e-mail address and (2) the data subject registers for the newsletter shipping. A confirmation e-mail may be sent to the e-mail address registered by a data subject for the first time for newsletter shipping, for legal reasons, in a double opt-in procedure. This confirmation e-mail is used to prove whether the owner of the e-mail address as the data subject is authorized to receive the newsletter.

During the registration for the newsletter, we also store the IP address of the computer system assigned by the Internet service provider (ISP) and used by the data subject at the time of the registration, as well as the date and time of the registration. The collection of this data is necessary in order to understand the (possible) misuse of the e-mail address of a data subject at a later date, and it therefore serves the aim of our legal protection.

The personal data collected as part of a registration for the newsletter will only be used to send our newsletter. In addition, subscribers to the newsletter may be informed by e-mail, as long as this is necessary for the operation of the newsletter service or a registration in question, as this could be the case in the event of modifications to the newsletter offer, or in the event of a change in technical circumstances. There will be no transfer of personal data collected by the newsletter service to third parties. The subscription to our newsletter may be terminated by the data subject at any time. The consent to the storage of personal data, which the data subject has given for shipping the newsletter, may be revoked at any time. For the purpose of revocation of consent, a corresponding link is found in each newsletter. It is also possible to unsubscribe from the newsletter at any time directly on our website, or to communicate this to us in a different way.

## 8. Newsletter-Tracking

The newsletter of Kakira Sugar Limited may contain so-called tracking pixels. A tracking pixel is a miniature graphic embedded in such e-mails, which are sent in HTML format to enable log file recording and analysis. This allows a statistical analysis of the success or failure of online marketing campaigns. Based on the embedded tracking pixel, Kakira Sugar Limited may potentially see if and when an e-mail was opened, and which links in the e-mail were called up, i.e., information on the number of website accesses resulting from the notice in the newsletter.

Such data collected in the tracking pixels contained in the newsletters are statistically aggregated and not personally identifiable. Kakira Sugar Limited exclusively stores and analyzes information on how often newsletters are opened and how often links in the newsletter are clicked, but no information on the email address of the specific recipient. This shall optimize the shipping of the newsletter, and adapt the content of future newsletters even better to the interests of the data subject.

## **9. Contact Possibility via the Website**

Our website contains information that enables a quick electronic contact to our enterprise, as well as direct communication with us, which also includes a general address of the so-called electronic mail (e-mail address) and contact forms. If a data subject contacts us by e-mail or via a contact form, the personal data transmitted by the data subject are automatically stored. Such personal data transmitted on a voluntary basis by a data subject to Kakira Sugar Limited are stored for the purpose of processing or contacting the data subject. There is no transfer of this personal data to third parties unless required by law or for the purpose of fulfilling the request.

## **10. Social Media Presence**

Kakira Sugar Limited maintains various company profiles in different social networks and on similar platforms. This includes e.g., Facebook, LinkedIn, Twitter, Instagram.

These profiles shall promote the company and shall enable interested parties and customers to contact us. We constantly integrate links to these profiles or platforms into our website. With the exception of videos from platforms like YouTube (if embedded) and analytics services (as described below), we do not integrate any content from these service providers directly into our websites in a way that automatically loads external content or discloses information to these service providers without your interaction.

If you click on a link to a social media platform, you leave Kakira Sugar Limited's websites. The services and the related processing of your personal data on the respective landing page are offered, operated and developed exclusively by the respective service provider at his own responsibility. Accordingly, the privacy policies of the respective service provider must be observed, which are beyond Kakira Sugar Limited's control.

## **11. Data Protection Provisions about the Application and Use of Google Analytics**

On its websites, Kakira Sugar Limited may integrate the component of Google Analytics (with the anonymizer function). Google Analytics is a web analytics service. Web analytics is the collection, gathering, and analysis of data about the behavior of visitors to websites. A web analysis service collects, inter alia, data about the website from which a person has come (the so-called referrer), which sub-pages were visited, or how often and for what duration a sub-page was viewed. Web analytics are mainly used for the optimization of a website and in order to carry out a cost-benefit analysis of Internet advertising.

The operator of the Google Analytics component is Google Inc., 1600 Amphitheatre Pkwy, Mountain View, CA 94043-1351, United States.

For the web analytics through Google Analytics, we use the application "`_gat._anonymizeIp`". By means of this application the IP address of the Internet connection of the data subject is abridged by Google and anonymised when accessing our websites from [relevant geographic area, e.g., Uganda, European Economic Area].

The purpose of the Google Analytics component is to analyze the traffic on our website. Google uses the collected data and information, inter alia, to evaluate the use of our website and to provide online reports, which show the activities on our websites, and to provide other services concerning the use of our Internet site for us.

Google Analytics places a cookie on the information technology system of the data subject. The definition of cookies is explained above. With the setting of the cookie, Google is enabled to analyze the use of our website. With each call-up to one of the individual pages of this Internet site, which is operated by Kakira Sugar Limited and into which a Google Analytics component was integrated, the Internet browser on the information technology system of the data subject will automatically submit data through the Google Analytics component for the purpose of online advertising and the settlement of commissions to Google. During the course of this technical procedure, the enterprise Google gains knowledge of personal information, such as the IP address of the data subject, which serves Google, inter alia, to understand the origin of visitors and clicks, and subsequently create commission settlements.

The cookie is used to store personal information, such as the access time, the location from which the access was made, and the frequency of visits of our website by the data subject. With each visit to our Internet site, such personal data, including the IP address of the Internet access used by the data subject, will be transmitted to Google in the United States of America. These personal data are stored by Google in the United States of America. Google may pass these personal data collected through the technical procedure to third parties.

The data subject may, as stated above, prevent the setting of cookies through our website at any time by means of a corresponding adjustment of the web browser used and thus permanently deny the setting of cookies. Such an adjustment to the Internet browser used would also prevent Google Analytics from setting a cookie on the information technology system of the data subject. In addition, cookies already in use by Google Analytics may be deleted at any time via a web browser or other software programs.

In addition, the data subject has the possibility of objecting to a collection of data that are generated by Google Analytics, which is related to the use of this website, as well as the processing of this data by Google and the chance to preclude any such. For this purpose, the data subject must download a browser add-on under the link <https://tools.google.com/dlpage/gaoptout> and install it. This browser add-on tells Google Analytics through a JavaScript, that any data and information about the visits of Internet pages may not be transmitted to Google Analytics. The installation of the browser add-ons is considered an objection by Google. If the information technology system of the data subject is later deleted, formatted, or newly installed, then the data subject must reinstall the browser add-ons to disable Google Analytics. If the browser add-on was uninstalled by the data subject or any other person who is attributable to their sphere of competence, or is disabled, it is possible to execute the reinstallation or reactivation of the browser add-ons.

If and as far as mobile applications use Google Analytics, the function may be activated and deactivated directly in the data protection settings.

Further information and the applicable data protection provisions of Google may be retrieved under <https://www.google.com/intl/en/policies/privacy/> and under <http://www.google.com/analytics/terms/us.html>. Google Analytics is further explained under the following Link <https://www.google.com/analytics/>.

## 12. Data Protection for Applications and the Application Procedures

We manage applications primarily via our application process, which may involve our website or direct submission.

- **Data Collected:** During the application process, we collect personal data such as your name, contact details, educational background, work experience, references, and any other information you voluntarily provide in your CV, cover letter, or application forms.
- **Purpose of Processing:** We process your personal data to establish an employment relationship, if and as far as this is necessary for the decision on the establishment of an employment relationship with us. Your personal data will be treated confidentially and processed exclusively for the purpose of managing the application process, i.e., for recruitment, preparation of employment contracts, and support of internal job placements.
- **Access to Data:** For the management of the application process, it is indispensable that employees of HR, the relevant hiring department, and, if applicable, competent internal bodies (e.g., senior management) have access to your personal data.
- **Consent for Future Roles:** In addition to processing relating to your application for a specific position, your personal data may also be processed to contact you for other positions matching your profile, if and as far as you give your explicit consent thereto.
- **Retention:** We store your personal data only if and as far as this is necessary for a decision on your application. Beyond that, we only process your personal data, if a statutory permission for such further storage applies. Such statutory permission may result, in particular, from tax law and accounting obligations or from the defense against potential claims.
  - If you have not consented to the further processing of your personal data for other positions that may match your profile, we will delete your data no later than [e.g., six months] after completion of the application process.
  - If you have consented to the further processing of your data for other positions or if you have submitted an unsolicited application without restrictions in time, we will store your personal data for a maximum period of [e.g., three years] as of the end of the calendar year in which you have given Kakira Sugar Limited your consent or in which you have submitted your unsolicited application.
  - In the event of a successful application, we will include your application documents into your personnel file.

## 13. Routine Erasure and Blocking of Personal Data

Kakira Sugar Limited shall process and store the personal data of the data subject only for the period necessary to achieve the purpose of storage, or as far as this is granted by applicable laws or regulations to which Kakira Sugar Limited is subject to.

If the storage purpose is not applicable, or if a storage period prescribed by law or another competent legislator expires, the personal data are routinely blocked or erased in accordance with legal requirements.

#### **14. Rights of the Data Subject**

You have the following rights with respect to your personal data:

- **Right of access:** To obtain confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data.
- **Right to rectification:** To obtain without undue delay the rectification of inaccurate personal data concerning him or her.
- **Right to erasure (Right to be forgotten):** To obtain the erasure of personal data concerning him or her without undue delay where certain grounds apply.
- **Right of restriction of processing:** To obtain restriction of processing where certain grounds apply.
- **Right to object:** To object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her.
- **Right to data portability:** To receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance.

If you wish to exercise one of the aforementioned rights, you may at any time directly contact our Data Protection Officer using the contact details provided in section 3.

You are also entitled to lodge a complaint with the relevant data protection supervisory authority in Uganda if you believe your rights have been violated.

#### **15. Legal Basis for the Processing**

The legal basis for the processing of personal data by Kakira Sugar Limited depends on the specific purpose for which the data is processed. This may include:

- **Consent:** Where the data subject has given consent to the processing of his or her personal data for one or more specific purposes (e.g., for newsletters, future job applications).
- **Contractual necessity:** Where processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (e.g., for customer orders, supplier agreements).
- **Legal obligation:** Where processing is necessary for compliance with a legal obligation to which Kakira Sugar Limited is subject (e.g., tax regulations, employment laws).
- **Legitimate interests:** Where processing is necessary for the purposes of the legitimate interests pursued by Kakira Sugar Limited or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which



require protection of personal data (e.g., for internal administration, network and information security, direct marketing where permissible, improving services).

#### **16. The Legitimate Interests Pursued by Kakira Sugar Limited or by a Third Party**

Where the processing of personal data is based on our legitimate interests, these include:

- Ensuring network and information security of our IT systems.
- Preventing fraud and misuse of our services.
- Improving and optimizing our services and website.
- Direct marketing to existing customers or prospects where appropriate and permissible.
- Managing internal business operations, including reporting and analysis.
- Defense of legal claims.

#### **17. Period for Which the Personal Data Will Be Stored**

The criteria used to determine the period of storage of personal data is the respective statutory retention period. After expiration of that period, the corresponding data is routinely deleted, as long as it is no longer necessary for the fulfillment of the contract or the initiation of a contract. Specific retention periods for certain types of data are mentioned in relevant sections (e.g., for job applications).

#### **18. Statutory or Contractual Requirement to Provide Personal Data; Necessity to Enter into a Contract; Obligation of the Data Subject to Provide the Personal Data; Possible Consequences of Failure to Provide Such Data**

The provision of personal data is partly required by law (e.g., tax regulations) or may result from contractual provisions (e.g., information on the contractual partner). Sometimes it may be necessary to conclude a contract that the data subject provides us with personal data, which must subsequently be processed by us. The data subject is, for example, obliged to provide us with personal data when our company signs a contract with him or her. The non-provision of the personal data would have the consequence that the contract with the data subject could not be concluded. Prior to personal data being provided by the data subject, the data subject must contact our Data Protection Officer. Our Data Protection Officer clarifies to the data subject whether the provision of the personal data is required by law or contract or is necessary for the conclusion of the contract, whether there is an obligation to provide the personal data and the consequences of non-provision of the personal data.

#### **19. Existence of Automated Decision-Making**

As a responsible company, we do not use automated decision-making or profiling that produces legal effects concerning you or similarly significantly affects you, unless it is necessary for entering into, or performance of, a contract between you and Kakira Sugar Limited, or is authorized by law, and appropriate safeguards are in place.

05 January 2023