



EMPLOYMENT CANDIDATE: COVERING NOTICE AND CONSENT

Dear Candidate

PART A - NOTICE

1 Introduction

You are applying for an employment position with Astron Energy Proprietary Limited ("we", "us" or "our").

We will be processing your "**personal information**", which is any information in terms of which you are identified, identifiable, or otherwise relates to you. In doing so we comply with the Protection of Personal Information Act No 4 of 2013 ("**POPIA**").

2 Layered notice

The terms of our processing of your personal information is fully set out in our external privacy notice, which can be accessed at the following link: [Astron Energy - External Privacy Notice \(2025\)](#).

This Part A is a summary of our external privacy notice as it pertains to you. Should you require further information on how we process your personal information, please refer to the external privacy notice.

3 Mandatory disclosure

It is mandatory for us to process your personal information, and if you refuse to supply the information, we cannot consider you for the position.

4 Purpose

The purpose of the processing is for us to consider you for the position, comply with our internal processes, and conduct any checks required by law or our own internal policies / procedures, or to ensure we comply with the law.

5 Personal information processed and lawful bases

For us to consider you for the position that you are applying for, we are required to process your personal information, which includes -

- your full names;
- your contact information including your phone number(s), email address, physical address and postal address;
- your gender;
- your identity and / or passport number;
- your CV, references and their contact details;
- any interview notes;



- your criminal record check and other background checks; and
- correspondence with you and any job placement agency / recruiter

We are permitted to process your personal information because we have a legitimate interest to do so in considering you for the position and otherwise filling the position. It is also in your legitimate interest to be considered for the position.

6 **Special and sensitive personal information processed**

We are an equal opportunity employer, and we are required to comply with various laws in South Africa, including employment equity and broad based black economic empowerment obligations laws.

As such, we are required to process your "**special personal information**", which is particularly sensitive information which we are required to have a separate reason to process and process extra carefully.

We process the following types of your special personal information -

- health or sex life, including any medical conditions;
- religious and / or philosophical beliefs;
- race and / or ethnicity;
- criminal behaviour, relating to the alleged commission of an offence or proceedings.

We will also process your criminal record check, which is information which is particularly sensitive to you.

The lawful basis which we rely on to process your special personal information is the consent contained in Part B.

7 **Third parties**

We make use of third party service providers to conduct checks on your qualifications, employment references, criminal record, credit records, and to do ID verification. We will disclose your personal information to any third party service provider we use to conduct these checks, whose names are available on request.

If you have made use of a recruiter or placement agency, we may disclose your personal information to them.

8 **International transfer**

We are part of a global group of companies, the Glencore group of companies. As such, we may disclose your personal information where your placement is required to be considered by such other group company or representative of such company. Where we transfer your personal information, we make sure it is kept confidential and secure on the same terms as it would be with us and in South Africa.



9 Rights

You have the rights afforded to you in POPIA and further described in our external privacy notice. This includes the right to -

- object to processing where we process the personal information based on legitimate interests; and
- withdraw consent where we process your personal information based on consent, provided that your withdrawal will not affect the legality of any processing which occurred prior to your withdrawal.

10 No offer

This document does not constitute an offer of employment or confer any employment related rights on you.

11 Contact information

If you have any questions or queries, please contact our Information Officer at the following details:

Information Officer:	Thabiet Booley
Deputy Information Officer:	Lizel Oberholzer
Email:	privacy@astroneenergy.co.za
Telephone No.:	+27 21 403 7911
Physical and Postal Address:	5 Century Boulevard, Century City, Cape Town, 7441

PART B - CONSENT

- 1 Terms used and not defined herein are defined in the notice contained in Part A.
- 2 I confirm that I have read the notice contained in Part A and have referred to the external privacy notice to the extent that any aspect of the notice was not clear to me.
- 3 Having done so, I freely and voluntarily consent to the processing of my special personal information relating to my -
 - health or sex life, including any medical conditions;
 - religious and / or philosophical beliefs;
 - race and / or ethnicity; and
 - criminal behaviour, relating to the alleged commission of an offence or proceedings (if provided)

Full names:				
Consent (tick or cross box):	Yes		No	