



FerroGlobe

PAIA MANUAL

Prepared under section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)

DATE OF COMPILATION: 15/08/2022



1. INTRODUCTION

The Promotion of Access to Information Act, 2000 ("PAIA"), effective from 9 March 2001, gives effect to Section 32(2) of the Constitution, which guarantees every individual the right to access information held by public and private bodies. In the case of private bodies, requestors must demonstrate that the information sought is required for the exercise or protection of a right.

A key requirement under PAIA is the preparation of a manual that outlines the categories and types of records maintained by a private body. In terms of the Act, a private body includes any current or former juristic person. Ferroglobe South Africa (Pty) Ltd qualifies as such and is therefore obligated to comply with the provisions applicable to private entities.

This manual has been compiled in accordance with Section 51 of PAIA, as amended by the Protection of Personal Information Act, 2013 ("POPIA"), which affirms the constitutional right to privacy. POPIA regulates the processing of Personal Information by both public and private bodies and establishes conditions to ensure that such processing is lawful, responsible, and secure. It also introduces the Information Regulator, provides for the development of codes of conduct, and outlines individuals' rights in relation to unsolicited communications and automated decision-making.

POPIA defines Personal Information as any data relating to an identifiable, living natural person or, where applicable, an identifiable existing juristic person. This includes, but is not limited to:

- Demographic details (e.g., race, gender, age, marital status, health)
- Educational, financial, criminal, or employment history
- Contact information and location data
- Biometric identifiers (e.g., fingerprints, DNA, retinal scans)
- Personal opinions, preferences, and confidential correspondence
- Views or opinions of others about the individual
- The individual's name when linked to other Personal Information

Under POPIA, individuals have the right to have their Personal Information processed in accordance with eight conditions for lawful processing, which include accountability, purpose specification, data minimisation, and the implementation of appropriate security safeguards.

This manual serves as Ferroglobe South Africa (Pty) Ltd's official guide to compliance with PAIA and POPIA. It provides:

- A description of the records held by the company
- Procedures for requesting access to records under PAIA
- Information on the processing of Personal Information under POPIA
- Guidance on submitting objections to processing and requests for deletion or destruction of Personal Information

By integrating the principles of both Acts, this manual promotes transparency, accountability, and the protection of privacy rights. It is reviewed annually to ensure continued alignment with legislative developments and is available in electronic format on the company's website and in hard copy at the registered office.

Ferroglobe South Africa's 2025 PAIA Manual reflects a mature and integrated approach to information governance. It fully aligns with the requirements of PAIA and POPIA, incorporating recent legislative updates and operational best practices. The manual offers a clear framework for accessing company-held records, outlines lawful grounds for refusal, and demonstrates a proactive commitment to data subject rights and cybersecurity. It also contextualizes Ferroglobe's operations across its smelters and mining assets, providing strategic insights into energy management, production planning, and community engagement.

With robust internal controls, comprehensive employee training, and a transparent access request process, Ferroglobe positions itself as a responsible custodian of information and a compliant corporate citizen.



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2. COMPANY OVERVIEW

A fully owned subsidiary of Ferroglobe PLC, Ferroglobe South Africa (Pty) Ltd manages the company's mining and smelting footprint within South Africa, particularly through its smelters in Polokwane (Limpopo) and eMalahleni/Witbank (Mpumalanga), alongside associated quartz mining operations.

Operational Sites in South Africa

2.1 Polokwane Smelter (Limpopo Province)

- Located roughly 8km south of Polokwane, this silicon metal plant began operations in the 1950s, expanding with a silicon smelting facility in 1974.
- Currently houses three 48 MVA furnaces producing metallurgical and chemical silicon, alongside micron silica facilities like baghouses and densifying/powdering plants.
- After being placed in care & maintenance in 2019, the facility reopened in November 2022. Initial output reached ~1,150 t/month, scaling toward ~3,750 t/month by mid-2023.

2.2 eMalahleni Smelter (Mpumalanga Province)

- Situated in eMalahleni (formerly Witbank), ~150 km east of Johannesburg. Operational since the 1920s, it transitioned under the FerroAtlántica arm in 2008 and later became part of Ferroglobe PLC in 2009.
- Facilities include:
 - One silicon metal furnace
 - Two ferrosilicon/inoculant furnaces
 - Mixing facility for special inoculants
 - Microsilica collection systems (baghouses), densifying plant, and electrode paste lines
 - Crushing lines tailored to metallurgical products
 - Electrode paste manufacturing plant
- Certifications: ISO 9001, ISO 14001, and ISO 45001 (latest cycle covering up to 2025).
- Operates under an interruptible power model—curbing production during peak load times in winter and maximizing output when Eskom curtails load shedding—enhancing cost management.

2.3 Thaba Chueu Mining, Delmas (Mpumalanga Province)

- Thaba Chueu Mining (Pty) Ltd (“TCM”) operates a mining site located approximately 65 km east of Johannesburg and about 10 km southeast of Delmas, within the Mpumalanga Province. This site forms part of the broader operations of Ferroglobe South Africa. TCM Empowerment Company (TCMEC), through the TCM BEE Trust, holds a 30% shareholding in TCM. The Trust was established to benefit the local



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communities in and around Delmas, and all empowerment-related activities are conducted through this vehicle. The registered head office of TCMEC is shared with both TCM and FerroGlobe South Africa, ensuring operational alignment and administrative efficiency.

- The Delmas site is primarily engaged in the extraction of quartz and silica, supplying these minerals to the ferroalloys and construction industries. TCM operates as a subsidiary of Grupo FerroAtlántica, S.A., and is incorporated under South African law. The Delmas Silica Deposit has been exploited since 1955 and was acquired by Glass South Africa Holdings (Pty) Ltd and Samancor in 1972 who transferred the mining right M3/97 to SamqQuartz in 1997. Petmin Ltd acquired in the mine 2007 and sold ceded the rights to its current owner, Thaba Chueu Mining, a subsidiary of Spain's Grupo Ferroatlantica SL in 2011. Ferroatlantica SL was later amalgamated with FerroGlobe PLC.
- The site is ISO 9001:2015 certified and contributes to the supply chain of FerroGlobe's smelters in Polokwane and eMalahleni.
- Facilities Include:
 - Two Primary Jaw Crushers
 - Rock and Sand Processing plants
 - Five Storage Silos
 - Hydrosizers and Thickner
 - Three Storage sand beds
 - Two Generator Units (Standby Units)
 - Crushing and Screening plants tailored for Metallurgical Processing.

2.4 Parent Company Context – FerroGlobe PLC

FerroGlobe PLC spans 25 operational sites across four continents, maintaining ~14% share of global silicon metal production capacity. With over 62 furnaces and 1,500 MW installed power, it is a global leader in silicon metal, ferroalloys, and related specialty products.

Strategic Highlights & Operational Insights

- eMalahleni's Role: Key production site focused on ferrosilicon, silicon metal, microsilica, and inoculants, benefiting from cost-saving power management by participating in Eskom's interruptible load programs—especially reducing winter/night-time operations to contain electricity expense.
- Linkage with TCM Mines: Mining output from Mahale and Delmas supplies both Polokwane and eMalahleni plants. High-purity quartz initiatives are being tested to support export markets and diversify revenue.
- Energy & Cost Strategy: Polokwane enjoys low-cost energy rates; eMalahleni maximizes summer output when electricity is cheaper. Diversified sourcing across South Africa supports smoother operations.



Site / Entity	Location	Main Products & Capacities	Notes & Permit Status
Polokwane Smelter	Limpopo (8 km south of Polokwane)	Silicon metal (3 furnace, 55k t/yr) + microsilica	Restarted Nov 2022; ramping to 3,750 t/month
eMalahleni Smelter	Mpumalanga (150 km east of Johannesburg)	Silicon, ferrosilicon, inoculants, microsilica	ISO-certified; energy-managed via Eskom programs
Roodepoort Mine (TCM)	Near Roodepoort, Gauteng	Quartz (cobble & blocks)	License valid to 2028; transferring license to TCM
Mahale Lease (TCM)	Limpopo	Low-alkaline quartz	Permit to 2035; supply to smelters; HPQ trials
Delmas Quarry (TCM)	Gauteng	Flint sand, quartz	118 ha area; local glass/metallurgy supply
Fort Klipdam Site	Limpopo	Block quartz (mining permit)	Permit active until May 7, 2026

2.5 Ferroglobe South Africa (Pty) Ltd is critical in Ferroglobe PLC’s footprint, operating both the Polokwane and eMalahleni smelters, each with complementary roles in silicon metal, ferrosilicon, microsilica, electrode paste and inoculant production. Its operations are closely integrated with quartz mining across several license areas run under Thaba Chueu Mining. Energy strategies and permit sequencing are central to delivering cost-efficient production with opportunities still emerging in high-purity quartz exports.

3 POPIA & PAIA Compliance Statement

Ferroglobe South Africa (Pty) Ltd is committed to full compliance with South African data protection and access-to-information laws:

- Information Officer Registered with the Information Regulator. The Information Officer and Deputy Information Officers are registered on the Information Regulator's eServices portal, and updates are made as needed.
- PAIA Manual publicly available, detailing:
 - Record categories
 - Data processing purposes
 - Data subject rights
 - Information Officer contact details



- Security measures
- Annual Reporting Enhancements:
 - Metrics: e.g., Number of PAIA requests received, granted, refused, or appealed.
 - Lessons Learned: Improvements identified during past reporting cycles, such as staff training or faster request turnaround times.
- Annual PAIA Reports submitted by 30 June each year.
- Consent-Based Processing with clear privacy notices. Consent is obtained explicitly, cost-free, and tied to specific communication methods. Calls or automated systems used for consent are recorded and stored.
- Data Subject Access Requests supported via email, phone, and online forms.
- Breach Notification Protocols in place for timely reporting and remediation.

4 LIST OF ACRONYMS AND ABBREVIATIONS

4.3	“CEO”	Chief Executive Officer
4.4	“DIO”	Deputy Information Officer;
4.5	“IO”	Information Officer;
4.6	“Minister”	Minister of Justice and Correctional Services;
4.7	“PAIA”	Promotion of Access to Information Act No. 2 of 2000(as Amended);
4.8	“POPIA”	Protection of Personal Information Act No.4 of 2013;
4.9	“Regulator”	Information Regulator; and
4.10	“Republic”	Republic of South Africa

5 PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to:

- 5.3 Check the categories of records held by a body that are available without a person having to submit a formal PAIA request.
- 5.4 Have a sufficient understanding of how to request access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 5.5 Know the description of the requested records of the body which are available according to any other legislation.
- 5.6 Access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the requested records they intend to access.
- 5.7 Know the description of the guide on how to use PAIA, as updated by the Regulator, and how to obtain access to it.



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- 5.8 Know if the body will process Personal Information, the purpose of processing of Personal Information, and the description of the categories of the individuals and of the information or categories of information relating thereto.
 - 5.9 Know the description of the categories of the individuals and of the information or categories of information relating thereto;
 - 5.10 Know the recipients or categories of recipients to whom the Personal Information may be supplied.
 - 5.11 Know if the body has planned to transfer or process Personal Information outside the Republic of South Africa and the recipients or categories of recipients to whom the Personal Information may be supplied; and
 - 5.12 Know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the Personal Information which is to be processed.
 - 5.13 Responsibilities of the Information Officer include: overseeing compliance with PAIA and POPIA, handling access requests, managing the data subject rights, ensuring security safeguards, and coordinating breach notifications.
 - 5.14 Deputy Information Officers are delegated to support and act when the Information Officer is unavailable.
 - 5.15 Training: All Information Officers undergo annual PAIA/POPIA compliance training, including updates on legislative changes, data protection practices, and breach management.
- 6 KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE INFORMATION OFFICER**
- 6.3 Chief Information Officer
 - Name: Mr. William John Van Rooyen
 - Tel: 013-690-8214 / 082-809-2702
 - Email: billy.vrooyen@ferroglobe.com
 - Fax number: 013-690-1108

 - 6.4 Deputy Information Officers
 - 6.2.1 Name: Mr. Sinethemba Solani
 - Tel: 013-690-8394
 - Email : sinethemba.solani@ferroglobe.com
 - 6.2.2 Name: Ms. Lindiwe Dlodlu
 - Tel: 015-290-3110
 - Email : lindiwe.dlodlu@ferroglobe.com



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6.2.3 Name: Mr. Abner Mahlangu

Tel: 013-665-7250

Email : abner.mahlangu@ferrolobe.com

6.5 Access to information: general contacts

Email : billy.vrooyen@ferrolobe.com

Email : sinethemba.solani@ferrolobe.com

Email: lindiwe.dludlu@ferrolobe.com

6.6 National or Head Office

Postal Address: P.O. BOX 214, EMALAHLENI, 1035

Physical Address: PORTION 101 FARM JOUBERTSRUST 310 JS,

VOORTREKKER ROAD

EMALAHLENI

Telephone: 013 690 8200

Email: billy.vrooyen@ferrolobe.com

Website: www.ferrolobe.com

6.7 Guide for requestors on how to use the Act

The Information Regulator compiled a guide, under Section 10 of the Act, to facilitate ease of use of the Act for requestors. This guide is available in each of the official languages and in braille and must be updated when required and published at intervals of not more than 2 years.

Contact details for the Information Regulator are as follows:

6.5.1 Physical address:

27 Stiemens Street,

Braamfontein

South Africa

6.5.2 Postal address:

Private Bag X2700

Houghton

2041

Phone: +27 010 023 5200



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6.5.3 Email: enquiries@infoeregulator.org.za

PAIACompliance@infoeregulator.org.za

PAIAComplaints@infoeregulator.org.za

Website: www.infoeregulator.org.za

7 ACCESS REQUEST PROCEDURE

The purpose of this section is to provide requestors with sufficient guidelines and procedures to facilitate a request for access to records held by Ferroglobe South Africa (Pty) Ltd which includes a request under Personal Information as defined in POPIA.

It is important to note that an application for access to information, excluding Personal Information of a the data subject, may be refused if the application does not comply with the procedural requirements of the Act. In addition, the successful completion and submission of an Access Request Form does not automatically allow the requestor access to the requested record.

Note: Where there is reasonable suspicion that the requestor has obtained access to Ferroglobe South Africa (Pty) Ltd's records through the submission of materially false or misleading information, legal proceedings may be instituted against such requestor.

7.1 Completion of Access Request Form

For Ferroglobe South Africa (Pty) Ltd to respond to requests in a timely manner, the Access Request Form, attached as Appendix A, should be completed, taking into account the below instructions:

- The Access Request Form (Appendix A) must be completed in English;
- Proof of identity is required to authenticate the identity of the requestor or the data subject under POPIA, which is required as a copy of the requestor's identification document;
- Type or print in BLOCK LETTERS an answer to every question;
- If a question does not apply, state "N/A" as a response to that question;
- If there is nothing to disclose in reply to a particular question, state "NIL" as a response to that question;
- If there is insufficient space on a printed form for answering a question, additional information may be provided on an additional folio;



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- When the use of an additional folio is required, precede each answer provided with the title applicable to that question; and
- All additional pages must be signed by the requestor.

7.2 Submission of Access Request Form

The completed Access Request Form together with a copy of the requestor's or the data subject's identity document must be submitted either via email to billy.vrooyen@ferroglobe.com, conventional mail, or fax and must be addressed to the contact person as indicated above. An initial, non-refundable R140.00 (incl VAT) request fee is payable on submission. (This fee is not applicable to requestors that are seeking access to records that contain their PI as defined in POPIA).

7.3 Payment of Fees

Payment details can be obtained from the contact person as indicated on pages 5-6 of this manual and payment can be made via a direct deposit. Proof of payment must be supplied.

Note: If the request for access is successful, an access fee will be required for the search, reproduction and/or preparation of the requested record(s) and will be calculated based on the Prescribed, as set out in Appendix B. The access fee must be paid prior to any further processing taking place regarding the requested record. Notification Requests will be evaluated and the requestor notified within 30 days of receipt of the completed Access Request Form. Notifications may include:

Notification of Extension Period (if required) The requestor may be notified whether an extension period is required for the processing of their requests, including:

- The required extension period, which will not exceed an additional 30-day period;
- Adequate reasons for the extension; and
- Notice that the requestor may lodge a complaint to the Information Regulator or an application with a court against the extension and the procedure, including the period for lodging the application.

7.3.1 Payment of Deposit (if applicable)

The requestor may be notified whether a deposit is required. A deposit will be required depending on certain factors such as the volume and/or format of the information requested and the time required for search and preparation of the requested record(s). The notice will state:



- The amount of the deposit payable (if applicable); and o
- That the requestor may lodge a complaint to the Information Regulator or an application with a court against the payment of the deposit and the procedure, including the period, for lodging the application.

Note: If access is refused to the requested record, the full deposit will be refunded to the requestor.

7.4 Decision on Request

If no extension period or deposit is required, the requestor will be notified, within 30 days of the decision on the request. If the request for access to a record is successful, the requestor will be notified of the following:

- The amount of the access fee payable upon gaining access to the requested record (if any);
- An indication of the form in which the access will be granted;
- Notice that the requestor may lodge a complaint to the Information Regulator or an application with a court against the payment of the access fee and the procedure, including the period, for lodging the application. If the request for access to a record is not successful, the requestor will be notified of the following:
 - o FerroGlobe can refuse to give access if it would reveal trade secrets, harm business interests, expose personal or confidential information, or pose risks to safety.
 - o Adequate reasons for the refusal (refer to Third Party Information and Grounds for Refusal below);
 - o That the requestor may lodge a complaint to the Information Regulator or an application with a court against the refusal of the request and the procedure, including the period, for lodging the application.

7.5 Third Party Information

If access is requested to a record that contains information about a third party, FerroGlobe South Africa (Pty) Ltd is obliged to attempt to contact this third party to inform them of the request as soon as reasonably possible and within 21 days of receiving the request. This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied which must be submitted in writing to the information officer within 21 days of being informed. Once a third-party has furnished reasons for the granting or denial of access, our designated person will consider these reasons in determining whether



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access should be granted, or not, and must do so within 30 days after the third-party/s has been notified, unless a complaint has been lodged. The third-party must be notified of the final decision made.

Where a third-party has not been informed, but all reasonable steps have been taken to inform the third party, the decision to grant access will be based on the fact that the third-party has not had an opportunity to make representation as to why a request should be refused.

In simple terms: Ferroglobe can refuse to give access if it would reveal trade secrets, harm business interests, expose personal or confidential information, or pose risks to safety.

7.6 Grounds for Refusal

The Company may legitimately refuse to grant access to a requested record that falls within a certain category. Grounds on which Ferroglobe South Africa (Pty) Ltd may refuse access include:

- 7.6.1 Protecting Personal Information that Ferroglobe South Africa (Pty) Ltd holds about a third person (who is a natural person), including a deceased person, from unreasonable disclosure.
- 7.6.2 Protecting commercial information that Ferroglobe South Africa (Pty) Ltd holds about a third party or Ferroglobe South Africa (Pty) Ltd (for example trade secrets: financial, commercial, scientific or technical information that may harm the commercial or financial interests of the organisation or the third party);
- 7.6.3 If disclosure of the requested record would result in a breach of a duty of confidence owed to a third party under an agreement.
- 7.6.4 If disclosure of the requested record would endanger the life or physical safety of an individual.
- 7.6.5 If disclosure of the requested record would prejudice or impair the security of property or means of transport.
- 7.6.6 If disclosure of the requested records would prejudice or impair the protection of a person according to a witness protection scheme.
- 7.6.7 If disclosure of the requested record would prejudice or impair the protection of the safety of the public.
- 7.6.8 The record is privileged from production in legal proceedings, unless the legal privilege has been waived.
- 7.6.9 Disclosure of the requested record (containing trade secrets, financial, commercial, scientific, or technical information) would harm the commercial or financial interests of Ferroglobe South Africa (Pty) Ltd.



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7.6.10 Disclosure of the requested record would put Ferroglobe South Africa (Pty) Ltd at a disadvantage in contractual or other negotiations or prejudice it in commercial competition.

7.6.11 The record is a computer programme; and

7.6.12 The record contains information about research being carried out or about to be carried out on behalf of a third party or Ferroglobe South Africa (Pty) Ltd.

7.7 Records that cannot be found or do not exist

If Ferroglobe South Africa (Pty) Ltd has taken all reasonable steps to find a record and it is believed that the requested record either does not exist or cannot be found, the requestor will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the requested record.

8 GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

8.3 The Regulator has, under section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

8.4 The Guide is available in English The Guide is also available in multiple official languages, as required by PAIA.

8.5 The aforesaid Guide contains the description of-

8.5.1 the objects of PAIA and POPIA;

8.5.2 the postal and street address, phone and fax number and, if available, electronic mail address of-

8.5.2.1 The Information Officer of every public body, and

8.5.2.2 every Deputy Information Officer of every public and private body designated under section 17(1) of PAIA and section 56 of POPIA;

8.5.3 the manner and form of a request for-

8.5.3.1 Access to a record of a public body contemplated in section 11; and

8.5.3.2 access to a record of a private body contemplated in section 50;

8.5.4 the assistance available from the IO of a public body under PAIA and POPIA;

8.5.5 the assistance available from the Regulator under PAIA and POPIA;



- 8.5.6 all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 8.5.6.1 an internal appeal;
 - 8.5.6.2 a complaint to the Regulator; and

- 8.5.7 an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 8.5.8 The provisions of sections 14 and 51 requiring a public body and a private body, respectively, to compile a manual, and how to obtain access to a manual;
- 8.5.9 The provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and a private body, respectively;
- 8.5.10 The notices issued under sections 22 and 54 regarding fees to be paid in relation to requests for access; and
- 8.5.11 The regulations made under section 92.

- 8.6 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

- 8.7 The Guide can also be obtained-
 - 8.7.1 upon request to the Information Officer;
 - 8.7.2 from the website of Ferroglobe (www.ferroglobe.com)

Note: The list of records is reviewed annually and updated as required to remain compliant.

Additional Category – Digital & Cloud-based Records:

- Emails and archived communications
- Cloud storage systems (e.g., Microsoft 365, Google Workspace)
- Payroll and HR systems
- Cybersecurity logs and access control records



9 CATEGORIES OF RECORDS OF FERROGLOBE SOUTH AFRICA (PTY) LTD WHICH MAY BE FORMALLY REQUESTED IN TERMS OF PAIA OR DOWNLOADED FROM THE ABOVE-MENTIONED WEBSITE FOR FERROGLOBE

9.3 Below is the list of records and information that may be formally requested under PAIA or downloaded from the above-mentioned website of Ferroglobe –

Category of records	Types of Records	Available on the Website	Available upon request
Strategic Documents, Plans, Proposals	Annual Reports,	X	
Human Resources	<ul style="list-style-type: none"> - Employee Attendance registers - CCMA records, including arbitration awards - Code of conduct - Company tax submissions in respect of employees - Disciplinary records - Performance appraisal records - Employment termination records - Employee personal details or personal information - Employee recruitment and assessment records - Employment conditions and policies - Employment contracts - Employment equity plan - Medical aid records - Records of strikes, lockouts or protest action - Remuneration and benefits records - Restraint of trade agreements 		X



	<ul style="list-style-type: none"> - Retirement and Pension fund records - HR policies and procedures. - Advertised posts. - Learning and Development, e.g., Skills Development and Training Plans - Employment Equity Plan and Statistics - Training schedules and materials 		
Operational Policies or Plans or Procedures or Frameworks	<ul style="list-style-type: none"> - Agreements, - Supply Chain Management, - Procurement Plans, - Specific Tenders & Contracts - Donations, Funds, - Suppliers, - Risk Management, - Audit, - IT - Finance Management, - Human Resources 		X
Corporate Governance	<ul style="list-style-type: none"> - Organisational and Business Plans; - Memorandum of Understanding (Understanding or Incorporation) - Regulator’s Policies and Procedures; - Occupational Health and Safety Plan; - Loss Control Register; - Evacuation procedures. 		X
Publicity and Marketing Material	<ul style="list-style-type: none"> - Publications, - Investigation and Assessment Reports, - Frequently Asked Questions (FAQ’s), etc. 	X	X
Registers	<ul style="list-style-type: none"> - Information Officers - Issued Codes of Conduct - Internal Directories - File Plan - Records Control Schedule 	X X	X X X X
Supply Chain	<ul style="list-style-type: none"> - BID Documents, 		X



Matters	<ul style="list-style-type: none"> - Contracts, - Purchase, - Orders, - Quotations, - Tenders, - Terms of Reference and Leases, - List of applicants for Tenders, - List of Tenders Awarded. - Contracts and Tender Administration - Code of Conduct - Terms and conditions for dealing with suppliers and buying agents - Transactional records and supporting information 		
Finances	<ul style="list-style-type: none"> - Financial Accounting, - Financial - Reporting - Asset Management - Register - Management Accounting - Estimates - Statements - Budgets - Reports - Audit Records - Revenue Statements - Reports and Returns. 		X

9.4 Categories of records that may be subject to the grounds for refusal of access to records

9.2.1 The records listed in the categories below may be formally requested, but access to parts of these records or the whole record may be refused on legal grounds listed in sections 33 to 46 and sections 62 to 70 of PAIA. Please refer to PAIA Guide on how to use PAIA.



9.2.2 The Regulator further reserves the right to refuse access to records where the processing of the requested record will result in a substantial and unreasonable diversion of its resources.

9.2.3 Access will also be refused where requests are clearly frivolous and or vexatious.

9.2.4 However, the Information Officer or Deputy Information Officer(s) of the Regulator may grant a request for access to a record of the Regulator, if –

9.2.4.1 the disclosure of the requested record would reveal evidence of a substantial contravention of, or failure to comply with the law; and

9.2.4.2 the public interest in the disclosure of the requested record clearly outweighs the harm contemplated in any of the grounds for refusal of access to records.

Category of records	Available upon request only
Regulator’s Compliance Assessment Reports (PAIA and POPIA)	X
Security related information	X
Ferroglobe internal communiqués	X
Records held by Legal Services Department	X
Executive Management internal confidential communication	X
Confidential client communications	X
Privileged information: held in the course of investigations, conciliation, closed hearings, attorney-client information, national security-based information or third-party information	X
Specific Human Resource Personnel information, including, but not limited to files relating to disciplinary process and records, medical information and personal information	X
Asset disclosures and asset protection procedures	X
Certain Service Level Agreements	X
Certain Tender Documentation	X
Agendas and Minutes of Meetings and correspondence	X
Legal opinions - Enforcement Notices; - settlement between the parties; - Assessment report; - Information Notice; - Search warrants; and - Subpoenas.	X
Invoices and proof of payments	X
Certain forensic reports	X



9.3 Records of the regulator which are available without a person having to request access, under Section 15(2) of the Act

Category of records	Types of Records	Available on the Website
Policies, Guidelines, Code of Conduct	<ul style="list-style-type: none"> - PAIA Guide. - PAIA Manual. - Policy on Website Privacy. - Code of Ethics and Conduct. - Policy on Disclosure of Interests. - Approved and issued Codes of Conduct. - Notices; 	X
Strategic Documents (Plans and Report)	<ul style="list-style-type: none"> - Organisational Profile (Overview, Objectives, Functions, Organogram) - Annual Reports. - Strategic Plan; 	X
Committee	- Roles and Responsibilities of Members	X

10 DESCRIPTION OF THE RECORDS OF FERROGLOBE SOUTH AFRICA (PTY) LTD WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
Memorandum of incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000
POPI Manual	Protection of Personal Information Act 4 of 2013

11 DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY FERROGLOBE SOUTH AFRICA (PTY) LTD (PTY) LTD

Subjects on which the body holds records	Categories of records
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan.



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<p>Human Resources</p>	<ul style="list-style-type: none"> - HR policies and procedures. - Advertised posts. - Employee records. - Learning and Development, e.g.: <ul style="list-style-type: none"> • Skills Development and Training • Plans • Employment Equity Plan and Statistics
<p>Operational Policies or plans or Procedures or Frameworks</p>	<ul style="list-style-type: none"> - Agreements - Supply Chain Management - Procurement Plans - Specific Tenders & Contracts - Donations, Funds - Suppliers - Risk Management - Audit - IT - Finance Management - Human Resources
<p>Corporate Governance</p>	<ul style="list-style-type: none"> - Organisational and Business Plans. - Memorandum of Understanding (Incorporation) - Regulator’s Policies and Procedures. - Occupational Health and Safety Plan; - Loss Control Register. - Evacuation procedures.
<p>Publicity and Marketing Material</p>	<ul style="list-style-type: none"> - Publications - Investigation and Assessment Reports, - Frequently Asked Questions (FAQ’s) etc.
<p>Registers</p>	<ul style="list-style-type: none"> - Information Officers, - Issued Codes of Conduct, - Internal Directories, File Plan, Records Control Schedule.
<p>Supply Chain Matters</p>	<ul style="list-style-type: none"> - BID Documents - Contracts - Purchase - Orders



	<ul style="list-style-type: none"> - Quotations - Tenders - Terms of Reference and Leases - List of applicants for Tenders - List of Tenders Awarded - Contracts and Tender Administration
<p>Finances</p>	<ul style="list-style-type: none"> - Financial Accounting - Financial - Reporting - Asset Management Register - Management Accounting - Estimates - Statements - Budgets - Reports - Audit Records - Revenue Statements - Reports and Returns

11.3.1 Additional POPIA Compliance Measures:

- Privacy Notices: Standard employee and customer privacy notices are available (see Appendix C).
- Consent Management: Consent is tracked through HR systems, customer CRM databases, and withdrawal requests are logged and actioned.
- Third-Party Processors: Categories include payroll providers, auditors, IT hosting companies, and legal advisors. All contracts include mandatory POPIA data protection clauses.

12 PROCESSING OF PERSONAL INFORMATION

12.3 Purpose of Processing Personal Information

Ferroglobe processes Personal Information of the individuals under its care for the purpose of :

- 12.3.1 Fulfilling or executing its statutory obligations under PAIA and POPIA
- 12.3.2 Staff administration and Job applicants
- 12.3.3 Keeping of accounts and records;
- 12.3.4 Procurement process
- 12.3.5 Visitors to any premises of Ferroglobe South Africa



12.3.6 Complying with other relevant legislation

12.1 Data Subject Rights under POPIA Requests may be submitted via SMS, WhatsApp, phone, email, or online forms, and must be responded to within 30 days.

In accordance with Section 5 of POPIA, every the data subject has the right to:

- Be notified that Personal Information is being collected.
- Access their Personal Information.
- Request correction or deletion of their Personal Information.
- Object to the processing of Personal Information.
- Withdraw consent to the processing of Personal Information.
- Lodge a complaint with the Information Regulator.

12.3 Lawful Basis for Processing Personal Information

Ferroglobe processes Personal Information based on the following legal grounds:

- Consent of the data subject.
- Fulfillment of a contractual obligation.
- Compliance with legal obligations.
- Protection of a legitimate interest of the data subject.
- Performance of public law duty.

12.4 Secure Destruction Methods:

- Paper records: Cross-cut shredding and certified vendor disposal.
- Digital records: Cryptographic wiping, overwriting, or secure deletion tools.

12.5 Review Cycle: Retention and destruction policies are reviewed every 2 years, or sooner if required by legislation.

12.6 Personal Information Retention Policy

Personal information is retained for as long as necessary to fulfil the purpose for which it was collected or as required by applicable legislation. Once the retention period has lapsed and the information is no longer required, it is securely deleted or anonymised according to POPIA.

13 PERSONAL INFORMATION RETENTION PERIODS

Personal information is retained according to the following guidelines:

Record Type	Retention Period
HR Records	5 years post-employment or per labour laws



Record Type	Retention Period
Financial Records	7 years (SARS requirement)
Procurement Files	5 years post-contract
Visitor Logs	1 year
Application Forms	1 year (if not hired)
Litigation Records	7 years post-settlement or judgment

After the retention period, Personal Information is safely destroyed or anonymised.

14 Data Subject Access Request (DSAR) Process

Data subjects may submit a request to access their Personal Information by contacting the Information Officer. The request must include sufficient identification and details of the information requested. A response will be provided within 30 days, subject to valid grounds.

Ferroglobe South Africa (Pty) Ltd processes Personal Information under the following POPIA Conditions:

14.1 Accountability (Condition 1)

We take full responsibility for lawful and fair processing of personal data.

14.2 Processing Limitation (Condition 2)

Only the minimum necessary data is collected, with the data subject's consent, contract performance, legal obligation, or legitimate interest forming the lawful basis.

14.3 Purpose Specification (Condition 3)

Data is collected for specific, explicitly defined and lawful purposes related to:

- Employee administration
- Procurement
- Legal compliance
- Facility access control
- Visitor management
- Financial auditing and accounting
- Information Regulator reporting

14.4 Further Processing Limitation (Condition 4)

Personal data is not reused for unrelated purposes unless compatible and permitted under POPIA.



14.5 Information Quality (Condition 5)

Steps are taken to ensure all records are accurate, complete, and updated.

14.6 Openness (Condition 6)

Our privacy policy and PAIA/POPIA manuals are available on our website and in hard copy at our offices.

14.7 Security Safeguards (Condition 7)

Expanded in Section 8.5 below.

14.8 Data Subject Participation (Condition 8)

Individuals may request access, correction, or deletion of their information (see Data Subject Rights).

15 Description of the categories of Data Subjects and of the information or categories of information relating thereto

Categories of Data Subjects	Personal Information that may be processed
Complainants: Natural Persons	Names and surname; contact details (contact number(s), fax number, email address); Residential, postal or business address; Unique Identifier/Identity Number, and confidential correspondence.
Complainants: Responsible parties, Juristic Persons / Public Entities	Names of contact persons; Name of Legal Entity; Physical and Postal address; contact details (contact number(s), fax number, email address) and Registration Number.
Foreign Persons / Entities	Name; contact details (contact number(s), fax number, email address); physical and postal addresses.
Intermediary / Advisor/ Consultants	Names of contact persons; Name of Entity; Physical and Postal address and contact details (contact number(s), fax number, email address); Registration Number.
Contracted Service Providers	Names of contact persons; name of entity; name of directors and shareholders, physical and postal address and contact details (contact number(s), fax number, email address); financial information; registration number; founding documents; tax related information; authorised signatories, broad-based black economic empowerment (B-BBEE) status, affiliated entities, business strategies.



Employees / Members / Committee Members	Gender, pregnancy; marital status; race, age, language, education information (qualifications); financial information; employment history; ID numbers; physical and postal address; contact details (contact number(s), fax number, email address); criminal record; well-being and family members, medical, nationality, ethnic or social origin, physical or mental health, disability, biometric information of the person, employment history, professional affiliation and references
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15.3 The recipients or categories of recipients to whom the Personal Information may be supplied

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Personal information	Administration of Provident, Pension funds and medical aids.
Credit and payment history, for credit information	Credit Bureaus

15.4 Planned transborder flows of Personal Information

Risk Assessment: Before any transfer, Ferroglobe assesses whether the receiving country offers adequate protection in line with POPIA Section 72.

Jurisdictional Mapping:

- EU/EEA: Adequacy confirmed.
- UK: Adequacy decision.
- USA: Standard Contractual Clauses.
- Other regions: Data subject consent or Binding Corporate Rules applied.

15.3 Transborder Information Flows

Personal information may be transferred to countries that provide adequate data protection laws (e.g., EU/EEA countries). Where necessary, Ferroglobe ensures that appropriate safeguards are in place, including the data subject consent and standard contractual clauses.

15.4 Ferroglobe has Transborder flows of Personal Information. However, this transfer of



Personal Information to another country for lawful purposes, is subject to law binding corporate rules which provides an adequate level of protection and the third party agrees to treat that Personal Information with the same level of protection as Ferroglobe South Africa is obliged under POPIA.

15.5 Transfer of Personal Information cross border shall be with the data subject's consent. Ferroglobe transfers personal data across borders only if:

- The recipient country provides adequate protection per POPIA Section 72(1)(a); or
- Data subject consents (Section 72(1)(b)); or
- The transfer is necessary for contract performance or public interest (Sections 72(1)(c–f))

Safeguards include:

- Standard Contractual Clauses (SCCs)
- Binding Corporate Rules (BCRs)
- Lawful purpose and the data subject notification

15.6 General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

15.6.1 Technical Enhancements:

- Encryption: AES-256 for data at rest, TLS 1.3 for data in transit.
- Access Control: Role-based, reviewed every 6 months.
- Monitoring: SIEM systems with 24/7 monitoring.

15.6.2 Employee Awareness:

- Annual POPIA and cybersecurity training.
- Phishing simulations and onboarding security briefings.

15.6.3 Expanded Security Measures

Ferroglobe employs the following technical and organisational measures to ensure the confidentiality, integrity, and availability of Personal Information:

- Password protection and multi-factor authentication.
- Firewall and network security.
- Intrusion detection and prevention systems.
- Secure data encryption protocols.
- Regular security audits and vulnerability assessments.



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15.6.4 Notification Timelines & Channels:

- The Information Regulator will be notified as soon as reasonably possible as required by section 22 of POPIA.
- Data subjects will be informed as soon as possible using email, SMS, or telephone.
- If large-scale, Ferroglobe may publish a notice on its website or media release.

16. DATA BREACH AND INCIDENT RESPONSE

16.1 In the event of a data breach involving Personal Information, Ferroglobe South Africa shall:

- Immediately assess the extent and impact of the breach.
- Contain and mitigate the breach through technical and procedural means.
- Notify the Information Regulator and any affected the individuals without undue delay, according to Section 22 of POPIA.
- Maintain records of the breach and corrective actions taken.
- Review security safeguards and implement necessary improvements.
- Internal investigation and containment
- Notification to the Information Regulator and affected parties
- Corrective actions and reporting
- Updating safeguards to prevent recurrence

16.2 Ferroglobe South Africa continuously establishes and maintains appropriate, reasonable technical and organisational measures by taking appropriate, reasonable technical and organisational measures to prevent:

16.2.1 loss of, damage to, or unauthorised destruction of Personal Information

16.2.2 unlawful access to or processing of Personal Information

16.3 Ferroglobe South Africa has taken reasonable measures to identify all reasonably foreseeable internal and external risks to Personal Information in its possession or under its control.

16.3.1 Measures taken by Ferroglobe South Africa include, amongst others

16.3.2 Access Control;

16.3.3 Data Encryption;

16.3.4 Defensive Measures;

16.3.5 Robust Monitoring, Auditing, and Reporting capabilities;

16.3.6 Data Backups;

16.3.7 Anti-virus and Anti-malware Solutions; and

16.3.8 Awareness and Vigilance

16.4 Employee Training and Complaints Mechanism



Ferroglobe ensures that all employees undergo POPIA awareness training, with advanced sessions for roles handling personal data. Complaints may be lodged internally via the Information Officer before escalating to the Regulator. All employees sign confidentiality agreements upon induction and receive regular POPIA awareness training tailored to their role and data access level. Ferroglobe supports complainants and honours anonymity requests in accordance with the April 2025 POPIA amendments.

16.5 Training Frequency:

All employees and third-party service providers undergo mandatory POPIA and PAIA training annually. Refresher sessions are conducted every six months or when significant legislative updates occur.

16.6 Training Scope:

Training covers data protection principles, breach response protocols, consent management, secure data handling, and role-specific responsibilities. Third-party providers receive tailored modules aligned with their contractual obligations.

16.7 Assessment Methods:

Effectiveness of training is measured through post-training quizzes, simulated breach scenarios, and compliance audits. Results are reviewed by the Information Officer and used to improve future training cycles.

17. EMPLOYEE & THIRD-PARTY COMPLIANCE

- All employees undergo POPIA awareness training.
- Confidentiality agreements are signed at induction.
- Service provider contracts include data protection clauses aligned with POPIA.

18. AVAILABILITY OF THE MANUAL

A copy of the Manual is available:

- on www.ferroglobe.com
- for public inspection during normal business hours.
- to any person upon request and upon the payment of a reasonable prescribed fee; and
- to the Information Regulator upon request.
- a fee for a copy of the Manual shall be payable for each A4-size photocopy made.

19. UPDATING OF THE MANUAL

The Information Officer will review and update this manual at least annually, or as required by law, changes in operations, or guidance from the Information Regulator.



20. DECLARATION BY INFORMATION OFFICER

I, the undersigned, confirm that this PAIA Manual complies with the requirements of the Promotion of Access to Information Act and the Protection of Personal Information Act, and that appropriate measures have been implemented to safeguard Personal Information.

Signed:

DocuSigned by:

Billy Van Rooyen

FE5066BE78694B5...

William John Van Rooyen

Information Officer

Date: 17 December 2025

Version	Date	Changes Made	Approved By
1.0	15 August 2022	Initial draft	William J. Van Rooyen
1.1	08 September 2025	POPIA clause added, updated information	Lindiwe R. Dludlu



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Appendix A

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. The requestor must attach proof of identity.
2. If requests are made on behalf of another person, proof of such authorisation must be attached to this form.

TO: The Information Officer

Chief Information Officer

Name: William John Van Rooyen

Tel: 013-690-8214 / 082-809-2702

Email: billy.vrooyen@ferroglobe.com

Fax number: 013-690-1108

Mark with an "X"

Request is made in my own name Request is made on behalf of another person.

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made <i>(when made on behalf of another person)</i>				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile:	
	Cellular:			



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Full names of the person on whose behalf the request is made <i>(if applicable)</i>			
Identity Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
<p>PARTICULARS OF RECORD REQUESTED</p> <p><i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i></p>			
Description of record or relevant part of the record			
Reference number, if available			
Any further particulars of record			
<p>TYPE OF RECORD</p> <p><i>(Mark the applicable box with an "X")</i></p>			



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Record is in written or printed form	
Record comprises virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
FORM OF ACCESS (Mark the applicable box with an "X")	
Printed copy of record (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i>)	
Written or printed transcription of virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of record on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of record on compact disc drive(<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

MANNER OF ACCESS (Mark the applicable box with an "X")	
Personal inspection of record at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	
E-mail of information	
Cloud share/file transfer	
Preferred language (<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available</i>)	



PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED
If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.

Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES

- a) *A request fee must be paid before the request will be considered.*
- b) *You will be notified of the amount of the access fee to be paid.*
- 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 the exemption*

Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (<i>Please specify</i>)

Signed at _____ this _____ day of _____ 20__

 Signature of Requester / person on whose behalf request is made



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FOR OFFICIAL USE

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name And Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

Signature of Information Officer



APPENDIX B - PLEASE NOTE THAT ALL PRICES FOR THE ITEMS LISTED BELOW ARE INCLUSIVE OF VALUE ADDED TAX (VAT)

Item	Description	Amount
1.	Request fee, payable by every requester	R140.00
2.	Photocopy or printed black & white copy for every A4 page	R2.00 per page or part of the page
3.	Printed copy of A4-size page	R2.00 per page or part of the page
4.	For a copy in a computer-readable form on: <ul style="list-style-type: none"> • a flash drive (provided by the requester) • a compact disc (CD) if the requester provides the CD to us • a compact disc (CD) if we give the CD to the requester 	R40.00 R40.00 R60.00
5.	For a transcription of visual images, for an A4-size page or part of the page	This service will be outsourced. The fee will depend on the quotation from the service provider.
6.	For a copy of visual images	This service will be outsourced. The fee will depend on the quotation from the service provider.
7.	For a transcription of an audio record, per A4-size page	R24.00



Item	Description	Amount
8.	<p>For a copy of an audio record on a flash drive (provided by the requester)</p> <p>For a copy of an audio record on compact disc (CD) if the requester provides the CD to us</p> <p>For a copy of an audio record on compact disc (CD) if we give the CD to the requester</p>	<p>R40.00</p> <p>R40.00</p> <p>R60.00</p>
9.	<p>For each hour or part of an hour (excluding the first hour) reasonably required to search for, and prepare the record for disclosure</p> <p>The search and preparation fee cannot exceed</p>	<p>R145.00</p> <p>R435.00</p>
10.	<p>Deposit: if the search exceeds 6 hours</p>	<p>One-third of the amount per request. It is calculated in terms of items 2 to 8 above.</p>
11.	<p>Postage, email or any other electronic transfer</p>	<p>Actual expense, if any.</p>



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ANNEXURE C

Employee, Supplier, and Service Provider Consent Form

In accordance with the Protection of Personal Information Act (POPIA), this document serves as formal consent for the collection, processing, and storage of personal information by Ferroglobe South Africa (Pty) Ltd.

1. Data Subject Information

Full Name	
Company Name	
ID/Registration Number	
VAT Number (if applicable)	
Contact Number	
Email Address	

2. Purpose of Information Collection

The personal information collected will be used solely for employment and business-related purposes, including but not limited to payroll processing, benefits administration, supplier management, and compliance with legal obligations.

3. Consent

I hereby provide consent to Ferroglobe South Africa (Pty) Ltd to collect, process, and store my personal information for the purposes stated above. I understand that my information will be handled in accordance with POPIA.

4. Data Subject Rights

As a data subject, I have the right to:

- Access my personal information held by the organization
- Request correction or deletion of my personal information
- Object to the processing of my personal information
- Lodge a complaint with the Information Regulator

5. Security Measures

Ferroglobe South Africa (Pty) Ltd undertakes to implement appropriate, reasonable technical and organizational measures to secure the integrity and confidentiality of personal information.

6. Retention and Destruction of Information

Personal information will be retained for the duration of employment and for a period of 5 years thereafter, unless otherwise required by law. Thereafter, the information will be securely destroyed.

7. Information Officer Details

Name	
Designation	
Contact Number	
Email Address	



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8. Declaration and Signature

I, the undersigned, confirm that the information provided is accurate and that I have read and understood the contents of this consent form.

Full Name	
Signature	
Date	

- Full Name
- ID/Registration Number
- Employee Number (if applicable)
- Department (if applicable)
- Contact Information