

CEI Africa Privacy Statement

Stichting Clean Energy and Energy Inclusion for Africa (**CEI Africa** or '**the Foundation**') (hereinafter referred to also as "**we**" or "**us**") collects and process personal data from you. We think it is important that your personal data is handled with utmost care and treated confidentially. Personal data is therefore carefully processed and secured by us.

In this notice we explain why and how we (and/or our group entities) use personal data. We directly provide you with most essential information. If you'd like to learn more about a certain topic, you can look at the specific sections for more information. This Privacy Statement applies to all present and prospective customers, counterparties, professional partners, legal representatives, contact persons, job applicants and visitors to the CEI Africa's website (also called "**data subject**"). It may be amended to remain compliant with any changes in law and/or to reflect how our business processes personal data.

CEI Africa is subject to the EU General Data Protection Regulation 2016/679 ("**GDPR**") as well as to the Algemene Verordening Gegevensbescherming ("**AVG**") and to any other statutory requirements. CEI Africa is also aware of the guidance documents issued by the European Data Protection Board (**EDPB**).

Our processing activities

We are responsible for deciding how and why we process the personal data as described in this privacy statement. Depending on the situation(s) that apply to you, we use the following personal data:

1. When you visit our website (through performance cookies)

We use your IP-address and browser-ID, and information about how you got on our website and use it (for example, which pages you have visited on our website and for how long).

We use this data to provide you with a website that is adjusted to the standard settings of your browser, to analyse the use of our website and to manage, protect and improve our website and services.

Note. We do this using performance cookies. These are small text files stored on your device that help recognise your browser or device when you return, making your online experience more personalised. We do not use tracking cookies. **We may use this data because** we have a **legitimate interest** to do so. We need this data to provide you with a tailored, functioning, and secure website. Besides, this information is needed to make our services better.

We keep this data for as long as necessary to provide you with access to our website and to improve our services.

2. When you represent an investor or an investee, we engage with

We use your contact details and other relevant business-related information such as your role, the organisation you represent and correspondence. In some cases, we also use personal data in

extracts from Chamber of Commerce and other public registers and/or copies of identity documents.

NB. In case we ask you for your identity document, we will provide you with specific instruction when relevant.

We use this data to communicate with you about the services we (aim to) provide to the organisation you represent, to report about investment(s) and to maintain records. The extracts of the Chamber of Commerce or other public registers and copies of identity documents are used to verify your identity and representative authority.

We may use this data because:

- We need these details to enter and fulfil the services **agreement** with the investor or investee.
- We have a **legitimate interest** in using your personal data to communicate and effectively work together. And to ensure you are authorised to represent the investor or investee.
- We are **legally obligated** to include certain financial details in our tax administration.

We keep this data for as long as the business relation with your organisation is active, and up to five (5) years after this relation has terminated. Apart from that, all payment related details are stored for seven (7) years for tax reasons.

3. When you are board member of, or qualify as Ultimate Beneficial Owner (UBO) of our customers or counterparty, etc.

We use the information contained on your identifying document, such as your passport, including your full names, nationality, date and place of birth, sex, height, document number, national identity number, and date of issuance and expiry. Next to that, we may request bank extracts, ownership certificates and other documents proving your financial situation. Also, we process personal data for doing PEP-checks (*politically exposed persons* checks), by verifying data from third parties, such as public sources, newspapers and the internet.

We use this data to conduct due diligence and on-going monitoring on customers, keep our records up to date, and manage and perform upon our agreements properly. We also process this data to comply with legal requirements, or as part of the Compliance Monitoring Programme.

We may use this data because:

- We are **legally obligated** to verify the identity and status of the board members and UBO's of the organisations we engage with.
- We need these details to enter and fulfil the services **agreement**.
- We have a **legitimate interest** in using your personal data to communicate and effectively work together.
- We are **legally obligated** to include certain financial details in our tax administration.

We keep this data for as long as the business relation with your organisation is active, and up to five (5) years after this relation has terminated. Apart from that, all payment related details are stored for seven (7) years for tax reasons.

4. When you visit an event we organise

We use the contact details you provided, along with any other information you shared when signing up (such as preference for certain side-events, or dietary wishes). Please note that the event platform used to sign up may also process personal data. We do not control this. If you want to know how these platforms use your personal data, read their privacy statements.

We use this data to register you for the event and ensure smooth organisation.

We may use this data because we have a **legitimate interest** in managing event registrations properly.

We keep this data for as long as necessary to prepare for the event, and up to maximum one (1) year after the event.

5. When you get in touch with us through our website or via social media

We use the contact details you provided, and any other data included in your message. Please be aware that social media networks also use personal data. We do not control this. If you want to know how these networks use your personal data, read their privacy statements.

We use this data to reply to the message and to improve our services.

We may use this data because we have a legitimate interest. We need this data to reach out to you and assist you. Besides, this information is needed to make our services better.

We keep this data for as long as it takes to handle your message and up to 1 year thereafter. Information you put on social media is not actively deleted and can usually be deleted by yourself.

6. When you subscribe for the newsletter

We use your mail address and information on your response to this newsletter.

We use this data to send you informative or promotional emails and to improve our communication.

We may use this data because you have provided us with **your consent** to do so. Please be aware it is always possible to unsubscribe from these e-mails via the link at the bottom of each e-mail.

We keep this data for as long as you remain subscribed to the newsletter.

7. When you are a (potential) professional partner

We use contact details and relevant business-related information such as correspondence and financial details. In some cases, we also use personal data in extracts from Chamber of Commerce and other public registers and/or copies of identity documents.

We use this data to correspond with our business relations regarding our or your services and invoices, and to keep records. We may also use this data to understand market peers and other parties or donors. The extracts of the Chamber of Commerce or other public registers and copies

of identity documents are used to verify the identity and representative authority of our business relations.

We may use this data because:

- We are **legally obligated** to include certain financial details in our tax administration. In some cases, we are also obligated to verify the identity of our business relations.
- We need these details to enter and fulfil the **agreement**.
- We have a **legitimate interest** in using personal details of our business relations' employees to communicate and effectively work together. As well as to reach out for potential cooperations.
- And to ensure our business contact is authorised to represent the business.

We keep this data for as long as necessary for the above purposes. In case the business relation directly relates to an investor or investee engage with, the data is retained for five (5) years after the business relation has terminated.

Sometimes, we retain personal data longer than specified. This is done only if mandated by law, in cases of fraud or abuse investigation, or when necessary for legal claims. In such situations, we keep these data separate from the rest.

Third parties

We work with other organisations that help us process the personal data. They do this on our behalf. This means we remain responsible for the protection of your data during such processing. We use third parties for:

- Mailing and newsletter
- Event organisation
- Monitoring and managing security risks
- Hosting data
- Project management and outsourcing
- Corporate due diligence
- For identifying customers and for PEP-checks
- For CRM management

Sometimes, we need to share your personal data with other organisations that use it for their own purposes. This means that once they received your personal data, they are responsible to protect it. We only share personal data with others if the law says we must, if you gave us your permission, or in exceptional cases. To know how these parties handle personal data, you can check their privacy notices. We share personal data with:

1. Tax authorities

Only applicable to the personal data we are legally obligated to share. We are required by law to include (some of) your personal data in our financial records, which may have to be shared with the tax authorities.

Furthermore, we only share personal data with third parties if the law obliges us to, if you gave us your permission, or in special situations, like when sharing personal data is necessary to:

- Protect our own interests or those of third parties;
- Deal with a legal case; or
- Sell or merge our company.

Some of these third parties are located outside the European Economic Area (the European Union, Norway, Iceland, Liechtenstein). We only transfer personal data to these parties if the personal data is adequately protected by the laws of the relevant country, if we have contractual safeguards in place, or if we obtain specific consent. If you want more information about this or a copy of the specific safeguards that are in place, please contact us.

You have certain rights when it comes to your personal data. You can always contact us to execute your rights. These rights aren't absolute. For instance, sometimes we might not be able to do everything you ask with your data. This could be to protect other people's rights and freedoms, or because we need it for legal reasons. If something like this happens, we'll let you know.

You have the following rights:

- **Access** – You can request us to provide access to, and/or a copy of, your personal data along with additional relevant details.
- **Rectification** – You can request us to rectify any inaccuracies or complete any incompleteness in your personal data.
- **Erase** – You can request us to erase your personal data. Sometimes, people call this the 'right to be forgotten'.
- **Data portability** – You can request us to hand over your personal data, so that you can use it elsewhere.
- **Restrict processing** – You can request us to stop using your personal data. We can, however, keep it stored.
- **Withdraw consent** – You can request us to stop using your personal data for the purpose we requested your permission for.

Besides, you can request to stop the processing of your personal data based on our 'legitimate interest'.

You can file a complaint with your national data protection authority if you believe we are not handling your personal data properly. You can find a list of the European data protection authorities, their websites and contact details [here](#).

We may change this privacy notice from time to time. The most current statement is published on our website, www.cei-africa.com. In case major changes are made to the processing activities, we will inform the individuals affected by such change via a separate email.

Questions, comments or advise? Please contact us via: info@cei-africa.com

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