| The Owl House | POLICIES AND PROCEDURES | |
|-----------------------------------------------------------------------------|-------------------------|--------------|
| SUBJECT: | | |
| EMAIL DISCLAIMER: GENERAL DISCLAIMER AND POPIA DISCLAIMER AND NOTIFICATION. | | Page 1 of 1. |
| Authorised by the Owl House Foundation. | | May 2022. |

1. GENERAL DISCLAIMER

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed.

If you have received this email in error, please notifythe system manager.

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notifythe sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited

2. POPIA DISCLAIMER AND NOTIFICATION

Owl House Foundation is required to process personal information in accordance with the Protection of Personal Information Act, 04 of 2013 ("POPIA").

Owl House Foundation acknowledges that by communicating with data subjects through email we may collect or receive emails, with attachments, that will or may contain personal information of the recipient, the sender and information relating toother data subjects.

By sending Owl House Foundation personal information through email communication, you give permission to The Owl House to process personal information as described in our *POPIA Compliance and Privacy Notice* for the purpose for which you shared such information with us.

The information contained in this email is only intended for the recipient mentioned in the email. If you are not the intended recipient, please notify the sender and delete the email immediately. In anyevent, the personal information contained in this email is to be treated as confidential and only processed lawfully for the purpose for which it was disclosed. Unlawful processing of personal information may give rise to a formal complaint or legal action against you.