



PRIVACY AND DATA HANDLING POLICY

The Solar Fund (Fiji) Limited

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1. Introduction

The Solar Fund (Fiji) Limited (hereinafter referred to as "the Company") is established as a company limited by guarantee with no shares, which was incorporated under the Fiji Company Act on 7 August 2024.

The Company's purpose is to provide renewable power solutions to remote and rural Fijian communities and schools, focusing on the maintenance and repair of installed solar panels, including those on the outer islands of Rabi, Kioa, and Fiji maritime islands. Its mission is twofold: reducing carbon emissions and enhancing educational opportunities in targeted remote and rural communities.

This Policy is adapted from Its Time Foundation policies for The Solar Fund (Fiji) Limited.

The Solar Fund (Fiji) is committed to keeping your details private. We do not pass on or sell any of your personal details to others for the purpose of promotions or any other activity.

2. Purpose

The purpose of this Privacy and Data Handling Policy is to:

- Provide guidance on the secure handling, storage, and processing of personal data to protect individuals' privacy.
- Ensure adherence to all relevant privacy laws and regulations to maintain legal and ethical standards.
- Clearly communicate how personal data is collected, used, and protected within the organization.
- Establish clear responsibilities for data protection within the organization, ensuring that all staff understand and comply with privacy policies and procedures.
- Foster trust and confidence among customers, employees, and stakeholders by demonstrating a commitment to data privacy and protection.

3. General Principles

The following principles govern this Policy:

- Ensure all data processing activities comply with relevant laws and regulations.
- Handle personal data in ways that are fair to the individuals concerned.
- Be clear and open about how personal data is collected, used, and managed.
- Ensure that the personal data collected is adequate, relevant, and limited to what is necessary for the intended purposes.
- Ensure that personal data is handled in a manner that ensures its confidentiality.
- Take responsibility for complying with privacy principles and be able to demonstrate compliance.

4. Policy

- We do not pass on or sell any of your personal details to others for the purpose of promotions or any other activity.
- We use your information to identify your donation, communicate with you occasionally to send newsletters, updates, certificates or other activities related to The Solar Fund (Fiji)'s activities. Unsubscribe option is available and applied as requested.
- Whenever you use our website (or any other website) the computer on which the web pages are stored (the Web server) needs to know the network address of your computer so that it can send

the requested web pages to your Internet browser. The unique network address of your computer is called its “IP address” and is sent automatically each time you access any Internet page. From a computer’s IP address it is possible to determine the general geographic location of that computer, but otherwise it is anonymous. We keep records of the IP addresses from which users access our site for statistical purposes. Please note this is standard practice for hosted websites.

5. Review and Alteration of Policy

- This Policy may be reviewed annually as needed.
- This Policy can be amended or rescinded by a resolution passed by the Directors.
- Any proposed amendment will set out the purpose of the proposed amendment will be sent to the Company Secretary 30 days before the meeting at which it is to be considered, to enable proposed amendments and alterations being included into the Board Meeting Agenda.

6. Document History and Version Control

Version Number	Date Issued / Reviewed	Effective Date	Amendments Description / Review Details
Draft 2	29 November 2024	TBC after Board approves	<ul style="list-style-type: none"> • Draft 1 initial documentation adapted from Its Time Foundation policy and following discussions with Founder of Its Time Foundation. • Draft 2 document updated by Insight Business Advisory Pte Ltd for The Solar Fund (Fiji) Limited Board review and adoption at its December 2024 Board meeting.
V1.0	24 December 2024	24 December 2024	Version 1.0 baselined following The Solar Fund (Fiji) Limited’s board approval at their Board meeting held on 9 December 2024. Document V1.0 submitted on 24 December 2024 to Tamara Smith, Board Secretary and Rob Edwards, Founder and Director of The Solar Fund (Fiji) Limited for filing and document control going forward.