

## Protection of Personal Information Act, Act 4 of 2013 (“POPI”)

POPI imposes certain obligations on how we process your personal information. While POPI has been signed into law, the commencement date for the sections imposing such processing obligations still needs to be proclaimed at which time we will have one year to ensure that we are able to comply with same. Notwithstanding this, we as an organization are already taking cognizance of and implementing such procedures and protocols as may be necessary to ensure that we are able to comply with POPI.

Generally speaking, POPI seeks to regulate the Processing of Personal Information. **Personal Information** (PI) broadly means any information relating to an identifiable, living natural person or juristic person (companies, CC’s etc) and **Processing** means broadly anything done with the Personal Information, including collection, usage, storage, dissemination, modification or destruction (whether such processing is automated or not).

Once Chapter 3 of POPI takes effect, we will be required to, inter alia, • ensure that your PI is processed lawfully in a reasonable manner that does not infringe on your privacy and with your consent; • subject to certain exceptions (for example, where you deliberately make your information public) we must collect any of your PI directly from you; • inform you of the purpose for which we are collecting your PI; • destroy or delete a record of PI or de-identify it as soon as reasonably practicable after we are no longer authorised or required by law to retain the record; • secure the integrity and confidentiality of PI in our possession or under our control by taking appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of PI and unlawful access to or processing of PI; • where there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by any unauthorised person, we must notify you of same; • to confirm, free of charge, whether or not we hold PI about you and provide you with a description of the PI held and information about all third parties who have had access to your PI.

Please note that the above information is not intended to constitute legal advice nor a comprehensive list of the compliance obligations imposed by POPI and is included in this website for general information purposes only. Should you have any queries in this regard, please contact your legal advisor for further details.

To the extent that your PI is processed by us and/or our associated companies, you confirm that you are aware that we and/or our associated companies are “*responsible parties*” (defined in POPI as meaning “*a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information*”), and you confirm that you hereby consent to your personal information being processed in compliance with POPI, and that you are satisfied that the measures which are implemented by us and/or our associated companies are appropriate, reasonable, technical and organisational in order to prevent loss, unauthorised access, damage or unauthorised destruction thereof.

Please rest assured that any information submitted by you to us is, at all times, treated with the utmost of circumspection and confidentiality.