

## **CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013(POPI) - SUPPLIERS AND CLIENTS**

Wealthport (PTY) Ltd

### **INTRODUCTION**

The Protection of Personal Information Act 4 of 2013(POPI) regulates and controls the collection, use, transfer, and processing of an individual or legal entities Personal Information.

In terms of POPI, a responsible party (in this case being the Company) has a legal duty to process a data subjects Personal Information (in this case being your Personal Information) in a lawful, legitimate and a responsible manner.

Companies and their employees do from time process Personal Information.

In terms of POPI all persons including any employee who collects, manages, processes, transfers, stores and or retains personal information, whether held under a document, record or in any other format has a responsibility to process such information in accordance with the provisions under POPI.

To discharge this duty, the Company requires your express and informed permission as a client or a supplier to the Company to process your personal information.

### **DEFINITIONS**

Personal Information means any information of a personal nature belonging to a Data Subject which may be or which is processed, collected, and used by a Responsible Party, and which will include any information related to or owned by a private or a public entity and or natural individuals such as:

- Name, address and ID Number/Company Registration Number
- Blood Type and Fingerprints;
- Educational, medical, criminal, or employment history, as well as information pertaining to financial transactions;
- Views or opinions and
- Information relating to Race, Gender, sex, pregnancy, marital status, nationality, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person.

Personal Information, however, excludes information which is available in the public domain.

**Processing** means the collecting, receiving, storing, using, updating, modifying, disseminating and destruction of Personal Information.

**Responsible Party** means the person, legal entity, company, or public body that is responsible for processing an entity or individual's personal information.

**Data Subject** means the individual, legal entity, public body or company, whose personal information is being processed.

**Information Officer** means in the case of a public body, the information officer or the deputy information officer who has been appointed in terms of section 1 or 17 of the Promotion of Access to

Information Act (PAIA) or in the case of a private body, the head of a private body who has been appointed in terms of section 1 of PAIA.

#### **PURPOSE FOR THE COLLECTION**

The purpose for the collection of your Personal Information and the reason why the Company requires your Personal Information is to enable the Company to:

- Comply with legal requirements and codes applicable to financial services providers, including all applicable labour, tax and financial legislation such as the Financial Advisory and Intermediary Services Act 37 Of 2002, The Consumer Protection Act;
- Give effect to investment transaction processing and administration.
- Protect your investments by identifying fraud, money laundering and/or any illegal activity.
- Correspond with you about your investments and /or any other regulatory requirements that may be applicable to you from time to time.
- Enhance your experience and offer you appropriate and relevant information.
- To give effect to the contractual relationship as between you and the Company in order to ensure the correct administration of the relationship;
- For operational reasons;
- To protect the legitimate interests of the Company, yourself or of a third party;

All Personal Information which you provide to the Company will only be used for the purposes for which it was collected.

#### **CONSEQUENCES OF WITHOLDING CONSENT OF PERSONAL INFORMATION**

Should you refuse to provide the Company with the required consent and /or Personal Information, then the Company will be unable to assist you with your requirements or provide you with the requested goods and / or services / applicable to suppliers to the Company.

#### **STORAGE AND RETENTION AND DESTRUCTION OF INFORMATION**

All personal information which you provide to the Company will be held and/ or stored securely and held for the purpose for which it was collected, as reflected above. Your Personal Information will be stored electronically in a centralized data base(s), which for operational reasons, will be accessible to all relevant within the Company, where appropriate some information may be retained in hard copy; in either event, storage will be secure and audited regularly regarding the safety and security of information.

Where personal information and related data is transferred to a country which is situated outside the borders of South Africa, the storage is only done in countries which have similar privacy laws to our own or where such facilities are bound contractually to no lesser regulations than those imposed by POPI.

Once the information is no longer required due to the fact that the purpose for which the information was held has expired, such personal information will be safely and securely archived for a period of 5 years, as per the requirements Financial Advisory and Intermediary Services Act, 37 of 2002 or longer

should this be required by any other law applicable in South Africa or a Board of Trustees of Retirement Funds. Thereafter, all your personal information will be permanently destroyed.

**RIGHT TO OBJECT**

In terms of section 11(3) of POPI you have the right to object in the prescribed manner to the Company processing your Personal Information. On receipt of your objection the Company will place a hold on any further processing until the cause of the objection has been resolved.

**ACCURACY OF INFORMATION**

POPI requires that all your Personal Information and related details, as supplied are complete, accurate and up to date. Whilst the Company will always use its best endeavours that your Personal Information is reliable, it will be your responsibility to advise the Company of any changes to your Personal Information, as and when these may occur.

**ACCESS TO THE INFORMATION BY THE DATA SUBJECT**

You have the right at any time to ask the Company to provide you with:

- The details of any of your Personal information which the Company holds on your behalf; and
- The details as to what the Company has done with that Personal Information.

**COMPLAINTS**

You have the right to address any complaints to the Company’s Information Officer or to the POPI Regulator, contact details of which can be obtained from <https://www.wealthport.co.za/compliance>.

**DIRECT MARKETING, ADVERTISING AND PROMOTIONAL ACTIVITIES**

The Company

- May use my Personal Information for the marketing and /or promotion of its own goods and services;
- May share my Personal Information with associated group Companies.

**DECLARATION AND INFORMED CONSENT**

I declare that all Personal Information supplied to the Company is accurate, up to date, is not misleading and that it complies in all respects. I undertake to immediately advise the Company of any changes to my Personal Information should any of these details change.

I furthermore give the Company permission to process my Personal Information, as provided above, and acknowledge that I understand the purposes for which it is required and for which it will be used.

Name : ID Number : Signed on : Location :	Signature
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