

PROTECTION OF PERSONAL INFORMATION (POPI) ACT 4 OF 2013 CONSENT AND NOTICE

Prism Employee Benefits (Pty) Ltd – FSP No: 45375

OUR BUSINESS

In terms of the POPI Act, 2013 the FSP is regarded as a Responsible Party.

We are Professional Retirement and Insurance Solutions Managers and specialize in offering personalized Fund consulting services aimed at supporting trustees/mancos and members every step of the way. From benefit structures to legislative updates and risk management, we provide comprehensive assistance tailored to your unique needs. Our focus is not just on providing information but on empowering trustees/mancos and members with knowledge and tools necessary to make informed decisions. We prioritize governance controls and offer secretarial and general fund management services to ensure smooth operations. Moreover, our expertise extends to managing all risks, including mortality and mobility, faced by trustees/mancos/members and corporate entities alike. With Prism, you can trust that your retirement fund is in capable hands, allowing you to navigate complex challenges with confidence and clarity. Products offered are Personal Assurance, Business Assurance, Employee Benefits, Medical Aid / Insurance.

INFORMATION THAT WE COLLECT

We collect and process your personal information mainly to provide you with the services and products which we offer. The type of information we collect will depend on the need for which it is collected and will be processed for that specific purpose only. Where possible, we will inform you what information you are required to provide to us and what information is optional.

In order for us to offer and conclude any transactions, it is mandatory for you to supply us with certain basic information such as Personal information, such as ID number, contact details, Income and other financial information as required

The consequences of failure to provide such information will result in us being unable to give full financial advice on product solutions required. Your basic information is required in terms of Compliance and Statutory requirements applicable to the Financial Services Industry. With your consent, we may also supplement the information that you provide to us with information we receive from other parties.

HOW WE USE YOUR INFORMATION

We will use your personal information only for the purposes for which it was collected and agreed to with you. This may include:

i.e. Providing products or services to you and to carry out the transaction you requested; Confirming and verifying your identity; Detection and prevention of fraud, crime, money laundering or other malpractice; For audit and record keeping purposes; In to maintain and constantly improve our relationship with you; Providing you with communications in respect of our business and regulatory matters that may affect you; In connection with and to comply with legal and regulatory requirements or when it is otherwise allowed by law.

The nature of the contractual relationship between the FSP and you may result in further processing of your personal information. Further processing will be compatible with the purpose for which it was collected.

DISCLOSURE OF YOUR INFORMATION

We may disclose your personal information as required by FICA such as contact details, income, policy information, gender, tax number, physical address and any other associated details as required in the process of providing business solutions for the required requests to product suppliers. We have agreements in place to ensure that they comply with our privacy terms and conditions. We may also share your personal information with and obtain information about you from:

- Third parties for the purposes listed above; Other companies in the industry when we believe it will enhance the services and

products we can offer to you, but only where you have not objected to such sharing. We may also disclose your information where we have a duty or a right to disclose in terms of applicable legislation, the law or where it may be necessary to protect your or our legitimate interests and rights.

SAFEGUARDING YOUR INFORMATION

We are required to adequately protect the personal information and to avoid unauthorised access and usage. We will continuously review our security controls and processes to ensure that your personal information is secure. Our security policies and procedures cover:

- Physical security; Computer and network security; Access to personal information; Secure communications; Security in contracting out activities or functions; Retention and disposal of information; Acceptable usage of personal information; Governance and regulatory issues; Monitoring access and usage of private information; Investigating and reacting to security incidents.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure. We will ensure that anyone, to whom we pass your personal information, including a third country or international organization, agrees to treat your information with the same level of protection and privacy regulations as we are subject to.

YOUR RIGHTS

You have the right to: access the personal information we hold about you; ask us to update, rectify or delete your personal information; object to the processing of your personal information; lodge a complaint with the Information Regulator on complaints.IR@justice.gov.za or visit the website on www.justice.gov.za. We will take all reasonable steps to confirm your identity before providing details of your personal information or making changes to your personal information. Any such access request may be subject to a payment of a legally allowable fee. To request information, our contact details are:

Information Officer

Name: Guy Tillett

Telephone: 0828256420

Email: guy@prismeb.co.za

Responsible Party

Physical Address: 8 Queens Road
Bryanston, 2021

Website: www.prismeb.co.za

CHANGES TO THIS NOTICE

We may amend this Notice from time to time. Please check our website periodically for changes. Where we do not have a website we will inform you of material changes to this Notice.

CONSENT

I, _____ of ID No. _____ consent to the collection and processing of personal information, special personal information and further processing by the above Responsible Party.

☐ Yes ☐ No

I consent to receiving future marketing information, through electronic and/or written medium, on other products and services offered by the FSP. I acknowledge that I can withdraw my consent to future marketing by providing the FSP with written notice thereof.

☐ Yes ☐ No

Date: _____ Signature: _____

Where consent is given on behalf of a Company, the signatory warrants that he/she is duly authorised to provide consent on behalf of

Name of Company: _____

Registration No.: _____

