



## Protection of Personal Information Act ("POPIA")

The purpose of POPIA is to protect the public from harm by protecting their personal information.

To achieve this purpose, POPIA sets conditions for when it is lawful for someone to process someone else's personal information.

All retirement funds have a duty to ensure that they develop and maintain, on an ongoing basis, processes to keep their members' personal information private and safe, in line with the requirements set out in POPIA.

The main purpose of the Legal Provident Fund ("the Fund") is to provide benefits to members upon leaving the Fund, either at withdrawal, retirement or to make payments to beneficiaries should a member pass away, as detailed in the registered rules of the Fund.

The personal information that the Fund collects and processes for its members is used for this reason, and to ensure that benefit payments are made as quickly as possible.

The Fund must also collect and process information to comply with specific contracts and the laws of South Africa.

The purpose of this newsletter is:

- To notify you of your rights under POPIA in relation to the Fund
- To notify you why and to whom, the Fund shares your information (for example the insurer providing the insured death benefit).
- The information does not constitute legal advice or labour law advice nor does it cover all POPIA rights or steps employees should take to protect their own personal information.

What do you need to do?

- Please read this communication
- Take your own steps to protect your personal information, for example, make sure you use strong passwords for your devices (phone, laptop, iPad), encrypt all documents you send by email, and lock away your paper documents.

## What are your data privacy rights in relation to the Fund?

### The right to **know** what information is collected and the reasons

- ✓ You have a right to be notified why the Fund is collecting your personal information and what it is used for.

The Fund obtains your personal information from your employer. If the Fund does not receive necessary Personal Information it is unable to comply with POPIA, the Pension Funds Act, the Income Tax Act, the Insurance Act, and other applicable law. Personal Information is used to maintain an accurate member record, invest contributions received, pay insurance premiums, and paying a benefit when due.

Your personal information includes your full names, ID number, age, salary information, gender, marital status, citizenship, contribution rates, date joined employer and Fund, information about your beneficiaries (including information of children), email and cell phone contact details, bank account details, tax reference number, postal address, and residential address.

### The right to request changes /corrections to or deletion of information

- ✓ You may ask the Fund to correct or change any personal information that might be inaccurate, out of date or incomplete.

By engaging with your employer, the Fund takes reasonable steps to keep personal information up to date.

If you need to contact the Fund to correct or change your information please contact: [zzlpf@forbes.com](mailto:zzlpf@forbes.com)

- ✓ You may request that the Fund delete personal information or object to the processing of personal information by using the forms that are prescribed for this purpose. Please note that the Fund can lawfully refuse such a request and these reasons will be explained to you.

If you wish to use this process, please contact the Information Officer Ms Jeanine Astrup: [jeanines@cadiant.co.za](mailto:jeanines@cadiant.co.za).

### The right to **access** your information

- ✓ You have the right to see the personal information the Fund has on record for you and know who has access to that information.

The Fund issues an annual benefit statement that shows what information is held for you.

The Fund engages with the Employer and its service providers to ensure that only authorised representatives can access your information.

You may request information in terms of the Promotion of Access to Information Act. This is a statutory process using prescribed forms. If you wish to use this process, please contact the Information Officer Ms Jeanine Astrup: [jeanines@cadiant.co.za](mailto:jeanines@cadiant.co.za).

### The right to **know** who your information will be shared with and why

- ✓ The Fund contracts with its service providers to handle your personal information appropriately and securely and in compliance with all relevant laws.

The service providers your personal information is shared with are listed below:

Service provider	Reason why personal information is shared
Sanlam – if applicable	The appointed insurer for the insured death benefits and insured disability benefits (as applicable). Information is shared to pay premiums, determine benefits, pay claims, and communicate.
Alexander Forbes Administration and Consulting Services	To maintain Fund member records, allocate member contributions, pay claims, and provide retirement benefit counselling services.
Deloitte	To audit the Fund's financial statements. This requires reviewing personal data.

## Keeping your Personal Information

The Fund will keep your personal information for the time period necessary to comply with the registered Rules of the Fund and applicable law.

For more information about how the Fund deals with your information please read the Privacy Statement which you can access [here](#).

## Who do I contact if I am really concerned that someone is interfering with my personal information?

### The Information Regulator can assist

Members have the right to complain to the Information Regulator about an alleged interference with the protection of their personal information. The contact details of the Information Regulator are as follows:

- Physical: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
- Postal: P.O Box 31533, Braamfontein, Johannesburg, 2017
- Complaints email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)
- General enquiries email: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)