



# FORM

## – POPIA NOTICE AND CONSENT

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### 1. PERSONAL INFORMATION USE

- a) We understand that your personal information is important to you and that you may be apprehensive about disclosing it. Your privacy is just as important to us and we are committed to safeguarding and processing your information in a lawful manner.
- b) We also want to make sure that you understand how and for what purpose we process your information. If for any reason you think that your information is not processed in a correct manner, or that your information is being used for a purpose other than that for what it was originally intended, you can contact our Information Officer.
- c) You can request access to the information we hold about you at any time and if you think that we have outdated information, please request us to update or correct it.

### 2. PARTICULARS OF INFORMATION OFFICER

<b>NAME &amp; SURNAME</b>	
<b>CONTACT NUMBER:</b>	
<b>EMAIL ADDRESS:</b>	

### 3. PURPOSE FOR PROCESSING YOUR INFORMATION

- a) We collect, hold, use and disclose your personal information mainly to provide you with access to the services and products that we provide. We will only process your information for a purpose you would reasonably expect, including:
  - Providing you with advice, products and services that suit your needs as requested
  - To verify your identity and to conduct security clearances
  - To issue, administer and manage your HR related policies
  - To notify you of new products or developments that may be of interest to you
  - To confirm, verify and update your details



- To comply with any legal and regulatory requirements
- b) Some of your information that we hold may include, your first and last name, email address, a home, postal or other physical address, other contact information, your title, birth date, gender, occupation, qualifications, past employment, residency status, your investments, assets, liabilities, insurance, income, expenditure , family history, medical information and your banking details.

#### 4. CONSENT TO DISCLOSE AND SHARE YOUR INFORMATION

- a) We may need to share your information to provide advice, reports, analyses, products, or services that you have requested or for pursuing the legitimate interest of Rand Refinery.
- b) Where we share your information, we will take all precautions to ensure that the third party will treat your information with the same level of protection as required by us. Your information may be hosted on servers managed by a third-party service provider, which may be located outside of South Africa.

I HEREBY AUTHORISE AND CONSENT THE ORGANIZATION SHARING MY PERSONAL INFORMATION WITH THE FOLLOWING PERSONS

#### 5. SIGN-OFF

	COMPLAINANT	INFORMATION OFFICER
NAME & SURANME		
SIGNATURE		
DATE		