



FSP 1962

PRIVACY NOTICE – PROTECTION OF PERSONAL INFORMATION ACT (“POPIA”)

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.

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.

You can request access to the information we hold about you at any time and if you think that we have outdated information, please request us to update or correct it.

Our Information Officer's Contact Details	
Name	Dan Payton
Contact Number	0836356868
Email Address:	dan@suretimes.co.za

Our details:

Suretimes Insurance Administrators (Pty) Ltd

Unit 3, Quayside Office Park, cnr : Gordon and Hedge Street, Knysna, 6570

Mobile: 0836356868

Organisation E-mail address: info@suretimes.co.za

The Organisation is an authorised financial services provider with FSP nr 15438. We render financial services in the following product categories:

Category 1. 1.2 - Personal Lines | 1.6 Commercial Lines | 1.23 Personal Lines A1 | 1.1 Long Term Subcategory A | 1.3 Long Term Subcategory B1 | 1.5 Retail Pension Benefits | 1.16 Health Service Benefits | 1.17 Long Term Deposits | 1.18 Short Term Deposits | 1.20 Long Term Subcategory B2 | 1.21 Long Term Subcategory B2-A | 1.22 Long Term Subcategory B1-A | 1.4 Long Term Subcategory C

The source of collection of your personal information:

We collect personal information directly from the following data subjects:

- Our Broker Network
- Prospective clients who enquire about our financial services via our Broker Network
- Policyholders who enter into a policy with an Insurer via our Broker Network
- Insurance and reinsurance companies;
- Industry bodies;

Personal information is collected directly from you through the completion of application form, online forms and during consultation and indirectly through referrals. These forms are completed either electronically or in hard copy. You may also be requested to provide your personal information during your consultation with a representative.

We may also collect information about you from other sources such as external third parties and from cookies on our website.

Law authorising or requiring collecting of the personal information:

As an authorised financial services provider, we are obligated in terms of the following legislation to collect your personal information insofar as it relates to the rendering of the relevant financial services to you:

- Financial Advisory and Intermediaries Services Act 37 of 2002;
- Financial Intelligence Centre Act 38 of 2001;
- Insurance Act 18 of 2017;

- Short-Term Insurance Act 53 of 1998;

Purpose for Processing your Information:

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:

- Complying with the obligations contained in the contract concluded between yourself and the FSP
- Providing you with advice, products and services that suit your needs as requested
- To verify your identity and to conduct credit reference searches
- To issue, administer and manage your insurance policies
- To process insurance claims and to take recovery action
- 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, regulatory, or statutory requirements
- To confirm the existence of a bank account

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, company number, business profile of company, details of Directors, members, auditors and your banking details.

Some of the aforementioned personal information may be mandatory to provide within the context of product providers' underwriting requirements and disclosures.

Failing to provide compulsory information may lead to our organisation's inability to carry out the functions necessary to perform as an authorised financial services provider.

Third parties and your personal information

We may need to share your information to third parties to provide advice, reports, analyses, products or services that you have requested. 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.

These third parties may include:

- Financial Sector Conduct Authority;
- Prudential Authority
- 3rd party compliance officer / consultant
- Industry bodies;
- Service providers;
- Professional Advisors;
- Reinsurers;
- Outsource partners;
- Credit agencies;
- Other Insurers; and
- Auditors of the Organisation
- If you have entered into a Short-Term Insurance: Commercial Lines and Personal Lines Policies, the Organisation may share your information as part of its statutory and reporting obligations with:
 - Staff members of Suretimes Insurance Administrators (Pty) Ltd
 - The Insurer with whom you are insured;
 - Financial Sector Conduct Authority;
 - Prudential Authority

- 3rd party compliance officer / consultant
- Industry bodies;
- Service providers;
- Professional Advisors;
- Reinsurers;
- Outsource partners;
- Credit agencies;
- Other Insurers; and
- Auditors of the Organisation

The Transfer of your personal information outside of the Republic of South Africa

We confirm that the level of protection afforded to your personal information by any third country or international organisation is equal to the protection afforded by the POPI Act.

Complaints and objections

As a data subject, you have the right to –

- Request that we confirm, free of charge, whether or not we hold personal information about you;
- Request that we provide you with a description of the personal information we hold about you, and to explain why and how it is being processed (please complete Annexure A);
- Request that we consider your objections to the processing of your personal information (please complete Annexure B);
- Lodge a complaint with the Information Regulator (please complete Annexure B).

The Information Regulator

In the event that your personal information has not been processed in accordance with the POPI Act and the principles set out above, you have the right to lodge a complaint with the Information Regulator.

For further information regarding the complaints process, please visit the website of the Information Regulator, as indicated below.

Alternatively, you may contact the Information Regulator for further assistance:

The Information Regulator: Adv Pansy Tlakula

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Email: complaints.IR@justice.gov.za

Website: <https://www.justice.gov.za/inforeg/index.html>

ANNEXURE A:

PERSONAL INFORMATION REQUEST FORM

Please submit the completed form to the Information Officer:

Name	
Contact Number	
Email Address:	

Please be aware that we may require you to provide proof of identification prior to processing your request. There may also be a reasonable charge for providing copies of the information requested.

A. Particulars of Data Subject

Name & Surname	
Identity Number:	
Postal Address:	
Contact Number:	
Email Address:	

B. Request

I request the organisation to:

- | | |
|--|--------------------------|
| (a) Inform me whether it holds any of my personal information | ☐ |
| (b) Provide me with a record or description of my personal information | ☐ |
| (c) Correct or update my personal information | ☐ |
| (d) Destroy or delete a record of my personal information | ☐ |

C. Instructions

D. Signature Page

Signature _____

Date _____

ANNEXURE B:

POPI COMPLAINT FORM	
We are committed to safeguarding your privacy and the confidentiality of your personal information and are bound by the Protection of Personal Information Act.	
Please submit your complaint to the Information Officer:	
Name	
Contact Number	
Email Address:	
Where we are unable to resolve your complaint, to your satisfaction you have the right to complaint to the Information Regulator.	
The Information Regulator: Adv Pansy Tlakula	
Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001	
Email: complaints.IR@justice.gov.za	
Website: https://www.justice.gov.za/infoereg/index.html	
A. Particulars of Complainant	
Name & Surname	
Identity Number:	
Postal Address:	
Contact Number:	
Email Address:	
B. Details of Complaint	
C. Desired Outcome	
D. Signature Page	
Signature:	
Date	