



## MINDORO GROUP

### **DISCLOSURE AND CONSENT IN TERMS OF THE PROTECTION OF INFORMATION ACT**

It is necessary to collect certain Personal Information in order for Mindoro Group to properly carry out their duties. The FSP has appointed an Information Officer. In compliance with the Protection of Personal Information Act (POPI Act), when you supply your details, the FSP undertakes the following:

#### **Purpose for Use (Openness and Specification)**

Your Personal Information (i.e., ID, Licence, certificates, marriage certificate, bank details) are being processed for the purposes of any reporting obligations to various Regulators that may be required. In addition, it may be necessary to share this information with product providers, claim specialists and underwriters.

The information that may at any time be required by Mindoro Group and processed is:

- your name, address and contact details, including email address and telephone number.
- details of your qualifications, skills, experience, and employment history.
- whether or not you have a disability.
- medical history.
- Criminal and reference checks.

#### **Collection and Processing Limitation**

Collection of your PI may be conducted in a number of ways including from data contained in resumes, curriculum vitas, identify documents and provided by your employer. It may also be necessary to obtain data form a third party such as a product provider. This information will only be used for the purpose it was obtained.

#### **Minimality and Information Quality**

Only the minimum personal information required to complete this purpose will be processed.

When supplying your data for financial planning purposes, you confirm that all data is complete and accurate.

#### **Limitation of use**

Mindoro Group will not use your personal information for reasons outside the stated purposes and/or without gaining your prior consent.



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### **Retention and Destruction**

Your Personal Information will only be retained long enough to support the stated purpose and as long as Mindoro Group may be required to do so in terms of all legislation including but not limited to FAIS, FICA and the Income Tax Act.

### **Security**

Mindoro Group is committed to ensure that your personal information is safe and secure. Controls have been designed to ensure that there are appropriate safeguards in place as required by the POPI Act. Data will be stored in a range of different places both in paper format and on other IT systems, which may include emails.

### **Your rights as a Data subject**

Mindoro Group will ensure that your rights as a data subject are protected. Your rights include

- The right to access and obtain a copy of your personal information held by Mindoro Group.
- The right to request that incorrect or incomplete or irrelevant data be amended and corrected.
- The right to have your data deleted or destroyed where there is no longer a need to retain or process same.
- The right to object to the processing of your data where there is no longer a need to process said data.
- Your right to complain to the Information Regulator if you suspect any misuse of your data.

Complaints can be addressed to:

The Information Regulator  
JD House 27 Stiemens Street, Braamfontein, Johannesburg 2001  
PO Box 31533, Braamfontein, Johannesburg, 2017  
Complaints email: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za).

**Should you have any objection to the above, kindly advise our Information Officer Robert Craig Becket on email at [craig@mindorogroup.africa](mailto:craig@mindorogroup.africa) or 031-7172700, within 07 days from date of receipt hereof.**