

## AGRICULTURAL SECTOR PROVIDENT FUND

### NOTICE OF COLLECTION AND PROCESSING OF PERSONAL INFORMATION.

---

The AGRICULTURAL SECTOR PROVIDENT FUND (the Fund) collects and processes personal information in respect of all members participating in the Fund.

The Fund is established in accordance with the Pension Funds Act, with the purpose of providing retirement benefits to its members. To do so, it must collect some of your personal information to effectively administrate your member record, to ensure that your monthly contributions to the Fund is correctly allocated to your member record, that your benefit statement data is correct, and also to ensure that when you resign or retire from your employer, your fund benefit is paid out to you in accordance with your choice.

The Fund will also collect certain personal information of your beneficiaries and dependants in the event of your death to enable the Fund to distribute any death benefits payable from the Fund in accordance with the requirements of the Pension Funds Act.

The Protection of Personal Information Act (POPIA) stipulates that personal information may be collected and processed in accordance with a lawful obligation (in other words there is a law, like the Pension Funds Act, that requires it) In the ordinary course of business, your prior consent is not required.

The Fund wishes to provide you with the necessary comfort that it has reviewed all personal information collected/processed by the Fund and confirms that the information is collected/processed lawfully in terms of POPIA and in accordance with the requirements of the Pension Funds Act, Income Tax Act, Divorce Act or Maintenance Act, if applicable, or any other relevant legislation. The Fund has service providers, who are performing some of the Fund's duties and responsibilities on behalf of the Fund, and with whom your personal information is shared. The Fund is in the process of reviewing all our service agreements with the various service providers to ensure that POPIA is adequately provided for and that your personal information is lawfully processed and protected.

The type of personal information collected and processed by the Fund is as follows:

<b>Active Members</b>	<b>Deceased member: estate/beneficiaries/dependants</b>
Name & surname	<u>Estate details:</u>
Date of birth	Executor name and contact details
Identity number	Estate bank account
Nationality	Tax number
Occupation	
Residential address	<u>Dependants/beneficiary details</u>
Postal address	Name & surname of dependants/beneficiaries
Telephone numbers	Dates of birth
Income tax number	Identity numbers
Pensionable salary	Financial details
Period of service	Residential addresses
Bank account number	Employment details
Email address	Contact details
	Bank account numbers

Consent: as indicated above, personal information is collected by the Fund in accordance with a lawful obligation and therefore do not require prior consent from you as a member. There are limited instances where your prior consent will be required before personal information can be shared.

An example would be where, upon your resignation or retirement, you request the assistance of a financial advisor, other than the Fund appointed retirement counsellor/advisor, or where a beneficiary is allocated a benefit upon your death and the board of management of the Fund prefers that the beneficiary be assisted by a financial advisor.

Please rest assured that the Fund has gone to great lengths to identify these minor instances and has put the required controls in place to ensure that prior consent is obtained.

Incorrect/change to personal information: In the event that your personal information reflected on any Fund communication, such as benefits statements, is incorrect or has to be changed, you are advised to contact Zuber Ebrahim on Zuber.ebrahim@sanlam.co.za who will guide you in the process.

## Complaints procedure

Should you have any concerns regarding a specific process/situation where you feel that your personal information was collected/shared without your consent or should you have a complaint which relates to the processing of your personal information or an infringement upon your rights, you are encouraged to contact the Fund directly to give the fund the opportunity to swiftly and efficiently address the matter internally.

Name: Zuber Ebrahim  
Email: [Zuber.ebrahim@sanlam.co.za](mailto:Zuber.ebrahim@sanlam.co.za)  
Telephone number: 011 286 1188

Should your complaint remain unresolved, you may submit a complaint to the Information Regulator in the prescribed manner and form alleging interference with the protection of your personal information.

The address of the Information Regulator is as follows:

The Information Regulator (South Africa)  
33 Hoofd Street  
Forum III,  
3rd Floor  
Braampark

PO 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)

AGRICULTURAL SECTOR PROVIDENT FUND  
June 2021