



LIBERTAS RETIREMENT CENTRE- POPIA COMPLIANCE CONFIRMATION

1. Preamble:

Libertas Retirement Centre is committed to ensure compliance in terms of the provisions of the Protection of Personal Information Act (POPIA) No 4 of 2013 and the Promotion of Access to Information Act (PAIA) No 2 of 2000. (COMPANY NAME) therefore undertakes to protect your private information and Personal Identifiers (PI) in a manner that complies with the POPIA, the Libertas Retirement Centre POPIA Policy Statement and Privacy Policy. Compliance extends to all aspects of collection, processing, storage, disclosure and discarding of personal information in a lawful and compliant manner.

2. Definitions:

- 2.1 **Agreement** – means to the whole agreement contained in this document;
- 2.2 **Client/Data Subject**– means Natural Persons: customers/clients/contractors/visitors; Juristic Persons/Entities and/or any legal body/company/organisation/other form of legal entity who engages with the Company and shares, with consent, personal information in terms of the POPIA.
- 2.3 **Company** – means to Libertas Retirement Centre
- 2.4 **Confidential Information** – extend to all confidential technical and commercial information, including, but not limited to the contents of reports, specifications, quotations, formulae, computer records, client lists, cost manuals, price schedules, customer lists, customers and the like and including but not limited to trade secrets, know-how of any other tangible or intangible assets of the Company and/ or its clients.
- 2.5 **Consent** – means voluntary, informed compliance and approval of the terms related to the processing of personal information;
- 2.6 **Divulging Information** – means to make known, disclose, reveal, impart, communicate, release and any other form of disclosure of information;
- 2.7 **Parties** – means Company, Client, employees, duly authorised officials, representatives and any other party authorised to act on behalf of the respective party.
- 2.8 **Personal Information** – means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:
 - 2.8.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
 - 2.8.2 information relating to the education or the medical, financial, criminal or employment history of the person;

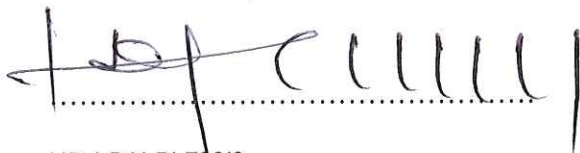
- 2.8.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - 2.8.4 the biometric information of the person;
 - 2.8.5 the personal opinions, views or preferences of the person;
 - 2.8.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature;
 - 2.8.7 the views or opinions of another individual about the person;
 - 2.8.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.
- 2.9 **POPI** – means Protection of Personal Information Act No 4 of 2013 and any future amendment to the Legislation.
- 2.10 **Processing** – means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information. This includes, but is not limited to, the collection, recording, organisation, storage, modification or transmission of personal information.

3. Consent to collection, processing and divulging personal information

- 3.1 Libertas Retirement Centre and the Client both warrant and agree that each party understand and complies with all the conditions and regulations set out in the POPIA and that the processing of personal information will be done in order to:
- 3.1.1 Meet the legal requirements of the purpose for which personal information is collected in terms of POPIA and to enable the Company to conduct its business for which the Client has engaged the Company;
- 3.2 Libertas Retirement Centre and the Client agree that both parties and/or their duly authorized officials, employees and/or representatives agree, and provide explicit consent, that both parties will obtain and process personal and/or confidential information of the other party in terms of their relationship and such information will only be obtained, processed, secured, divulged and/or destroyed in terms of the Regulations of the POPIA, at all times.

Should any aspect of this Compliance Confirmation not be agreeable to the Client he/she are to notify the Company immediately. Alternatively, it will be deemed an acceptance of the POPIA compliance of Libertas Retirement Centre

Yours Sincerely,



HDJ DU PLESSIS
MANAGER LIBERTAS RETIREMENT CENTRE