

PRIVACY POLICY

COMPENDIUM GROUP INVESTMENT HOLDINGS
(PTY) LTD AND ITS SUBSIDIARIES AND ASSOCIATES

("Policy")

April 2021

Applicable to www.cig.co.za

Compendium
GROUP INVESTMENT HOLDINGS

TABLE OF CONTENTS

1. DEFINITIONS	3
2. PURPOSE.....	4
3. PROCESSING AND SHARING OF INFORMATION	4
4. RIGHTS OF THE DATA SUBJECT.....	5

1. DEFINITIONS

- 1.1. **"Compendium"** means Compendium Group Investment Holdings (Pty) Ltd with registration number 2004/029831/07 and all subsidiaries and associated companies which consists of:
 - 1.1.1. Compendium Insurance Brokers (Pty) Ltd with registration number 2000/009588/07;
 - 1.1.2. Cignet Administration Services (Pty) Ltd with registration number 2004/029524/07;
 - 1.1.3. Swift Auto Brokers (Pty) Ltd with registration number 2006/027398/07;
 - 1.1.4. Edge Insurance Brokers KZN (Pty) Ltd with registration number 2001/005734/07;
 - 1.1.5. Portdem (Pty) Ltd with registration number 2019/112944/07;
 - 1.1.6. GL Broking Enterprises (Pty) Ltd with registration number 2019/378521/07;
 - 1.1.7. Genesis Insurance Brokers KZN (Pty) Ltd with registration number 1989/003322/07; and
 - 1.1.8. Watersure (Pty) Ltd with registration number 2004/027733/07.
- 1.2. **"Cookies"** means a Computer file, which is transferred automatically from the website to a visitor's computer, during an online session, and which enables Compendium, its sponsors and advertisers to customise webpage content and to gather general information on the use and frequency of the visitor traffic.
- 1.3. **"Data Subject"** means the person to whom personal information relates;
- 1.4. **"ECTA"** means the Electronic Communications and Transactions Act, 25 of 2002;
- 1.5. **"IP address"** means an address assigned to the any device identifying the device when conducting network activity;
- 1.6. **"Policy"** means this Privacy Policy;
- 1.7. **"POPI"** means the Protection of Personal Information Act, 4 of 2013;
- 1.8. **"Personal Information"** shall include, but is not limited to a Data Subjects Name, Address, Contact Details, Date of birth, Place of birth, Identity Number, Passport Number, Bank details, Tax Number and Financial Information;
- 1.9. **"Processing"** means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including:
 - 1.9.1. the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
 - 1.9.2. dissemination by means of transmission, distribution or making available in any other form; or
 - 1.9.3. merging, linking, as well as restriction, degradation, erasure or destruction or information.
- 1.10. **"Website"** means www.cig.co.za;

2. PURPOSE

Compendium cares about the privacy of Data Subjects and will ensure that all Personal Information submitted or provided by or on behalf of Data Subjects is treated with caution. Compendium implemented reasonable security measures to protect Personal Information and all Personal Information is treated confidentially and will not be disclosed to any person, without the consent of a Data Subject.

3. PROCESSING AND SHARING OF INFORMATION

3.1. Compendium processes the Personal Information submitted or provided by Data Subjects on its website, when a data subject completes a form, quotation, or any other request. The Personal Information submitted or provided may be disclosed to the employees, consultants, product suppliers, business partners and marketing agents of Compendium. Compendium will only process and share the Personal Information of a Data Subject in accordance with the purpose it was submitted and in order to provide a Data Subject with a service(s) and/or product(s) as requested by a Data Subject.

3.2. Compendium may log the IP address of visitors to the website which provides Compendium with information in respect of the section of the website visited and the time spent on each section. Compendium does however not link the IP address of visitors to any Personal Information.

3.3. Compendium may further use standard Cookies to collect information on how any visitor uses the Website which determines the usefulness of the Website. If any Visitor to the Website prefers not to receive Cookies, the Visitor can refuse all Cookies by updating their web browser settings.

3.4. Compendium may further:

3.4.1. provide general information to third parties, which does not include Personal Information, solely for compiling statistical or demographical information; and

3.4.2. contact a Data Subject about Compendium's products or services if consent has been provided by a Data Subject.

3.5. Compendium will disclose a Data Subjects Personal Information in the following instances:

3.5.1. when required by any regulatory authority;

3.5.2. to comply with its legislative requirements; and

3.5.3. when a Data subject consents to the disclosure.

4. RIGHTS OF THE DATA SUBJECT

4.1. Data Subjects have the right, including but not limited to, the following:

- 4.1.1. to request access to the Personal Information stored by Compendium in accordance with the process contained in Compendium's Access to Information Manual contained on the Website;
- 4.1.2. to object to the processing of the Data Subject's Personal Information;
- 4.1.3. to revoke the Data Subject's consent to be contacted for marketing purposes; and
- 4.1.4. to request Compendium to update, correct, or delete the Data Subject's Personal Information.

4.2. Data Subjects are required to contact Compendium's Information Officer in order to give effect to their rights. The Information Officer's details:

Information Officer	Chantelle Jones
Physical address	Compendium House 5 The Crescent Westway Office Park Westville 3635
Postal address	P O Box 2800 Westway Office Park 3635
Telephone number	031 242 6800
E-mail address	info@cig.co.za

Version	2
Date of Approval	April 2021
Approved by	Chantelle Kim Jones
Signature	