



LOERIES
AFRICA MIDDLE EAST

**PROTECTION OF PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL
INFORMATION ACT 4 OF 2013**

FOR

THE LOERIE AWARDS COMPANY

(hereinafter referred to as “The Loeries”)

1 INTRODUCTION

The Loeries is a company operating within the marketing industry, that is obligated to comply with The Protection of Personal Information Act 4 of 2013. POPI requires The Loeries to inform their clients as to the manner in which their personal information is used, disclosed, and destroyed. The Loeries guarantees its commitment to protecting its client’s privacy and ensuring that their personal information is used appropriately, transparently, securely and in accordance with applicable laws. The Policy is made available on The Loeries website www.loeries.com and by request from The Loeries office. The Policy is drafted in conjunction with the Financial Intermediary Association’s (“FIA”) Protection of Personal Information Notice.

2 PERSONAL INFORMATION COLLECTED

Section 9 of POPI states that “Personal Information may only be processed if, given the purpose for which it is processed, it is adequate, relevant and not excessive.”

The Loeries collects and processes client’s personal information pertaining to the client’s needs. The type of information will depend on the need for which it is collected and will be processed for that purpose only. Whenever possible, The Loeries will inform the client as to the information required and the information deemed optional. Examples of personal information we collect include, but is not limited to:

- Company name, address, vat number, contact number, number of staff, company website
- Contact person name, email address, contact number, position at company, physical address, postal address

The Loeries also collects and processes the client’s personal information for marketing purposes to ensure that our products and services remain relevant to our clients and potential clients. The Loeries suppliers will be subject to the same regulations as applicable to The Loeries.



3 THE USAGE OF PERSONAL INFORMATION

The Client's Personal Information will only be used for the purpose for which it was collected and as agreed.

This may include:

- Confirming, verifying, and updating client details
- Conducting market or customer satisfaction research
- For audit and record keeping purposes
- Billing purposes
- Providing The Loeries services to clients, to render the services requested and to maintain and constantly improve the relationship

According to section 10 of POPI, personal information may only be processed if, given the purpose for which it is processed, it is adequate, relevant, and not excessive.

4 DISCLOSURE OF PERSONAL INFORMATION

The Loeries may disclose a client's personal information to approved third-party service providers.

The Loeries has agreements in place to ensure that suppliers comply with confidentiality and privacy conditions.

The Loeries may also share client's personal information with and obtain information about clients from third parties for the reasons already discussed above.

The Loeries may also disclose a client's information where it has a duty or a right to disclose, in terms of applicable legislation, the law, or where it may be deemed necessary in order to protect The Loeries rights.

5 SAFEGUARDING CLIENT INFORMATION (continued on next page)



5 SAFEGUARDING CLIENT INFORMATION

It is a requirement of POPI to adequately protect personal information. The Loeries will continuously review its security controls and processes to ensure that personal information is secure. The following procedures are in place to protect personal information:

5.1 The Loerie Awards client information is stored in a SQL Server database on the Loeries web server.

5.2 The database is backed up daily at 4am and ftp'd to the Loeries ftpbackup (a backup location provided by independent service provider). The backup is retained for 2 months.

5.3 All personal information is behind login. All pages are secured by https to ensure data cannot be intercepted while being transmitted over the internet.

5.4 All website information is behind login and secured by https. Only authorised Loeries administrators are given access to the Loeries data and admin system.

5.5 The Loeries server is located in a secure data centre managed by independent service provider. The server is protected against unauthorised access by a firewall.

5.6 THIS POLICY has been put in place throughout The Loerie Awards and training on this policy and the POPI Act has already taken place and will be conducted during 2021 by The Loerie Awards Information Officer

5.7 Every employee currently employed within the The Loerie Awards will be required to sign an EMPLOYMENT CONTRACT containing relevant consent clauses for the use and storage of employee information, or any other action so required, in terms of POPI.

5.8 The Loerie Awards product suppliers, insurers and other third-party service providers will be required to sign a SERVICE LEVEL AGREEMENT guaranteeing their commitment to the Protection of Personal Information. This is an ongoing process that will be evaluated as needed.

5.9 Consent to process client information is obtained from clients (or a person who has been given authorisation from the client to provide the client's personal information)

1.6 INFORMATION OFFICER

The Loerie Awards Information Officer is Karthigasen Subban whose details are available below and who is responsible for the compliance with the conditions of the lawful processing of personal information and other provisions of POPI. He is assisted by Precious Masilela who will function as Deputy Information Officer.

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