



INDEPENDENT BROKERAGE

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www.lombkor.co.za

POPIA MANUAL

Of

LOMBKOR CC / OUTENIQUA

Licence No 12556/1952

The Protection of Personal Information Act No 14 of 2013 as amended (POPIA)

Company Information and contact details of the information officer:

Company details are as follows:

Full Name: Lombkor cc and Outeniqua Financial Services

Registration Number: 2008/244023/23 and 1992/004000/23

Physical Address: 12 A-C Pledge Square

46 Main Street

Knysna

6571

Postal Address: PO Box 742

Knysna

6571

Email address: info@lombkor.co.za

Telephone Number: 044 6286008

The responsibility for the administration of, and compliance with Popia have been delegated to the Information Officer. Requests pursuant to the provisions of Popia should be directed to the information officer as follows:

Information Officer: Albert Lombaard

Physical Address: 12a-c Pledge Square

46 Main Street

Knysna

6571

Postal Address: Po Box 742

Knysna

6571

Email address: info@lombkor.co.za

Availability of the Manual:

This manual will be updated as required or when the relevant legislation changes. This manual is available for inspection on www.lombkor.co.za and at the offices physical address.

Introduction:

The Purpose of the Protection of Personal Information Act (Popia) is to promote the protection of personal information of individuals and businesses and to give effect to their right of privacy as provided for in the constitution.

Lombkor / Outeniqua need personal information related to both individual and juristic persons in order to carry out its business and meet its legal requirements. The manner in which this information is processed and the purpose for which it is processed is determined by Lombkor / Outeniqua. Lombkor / Outeniqua is accordingly a responsible party for the purpose of Popia and will ensure that the personal information of a data subject:

- Is processed lawfully, fairly and transparently,
- Is processed only for the purpose it was collected,
- Will not be processed for a secondary purpose unless that processing is compatible with the original purpose,
- Is accurate, and
- Is not excessive for the purpose for which it was collected.

Purpose:

Lombkor / Outeniqua will only process personal information that, *inter alia*:

- Is necessary to enable us to provide our various products and services,
- Is necessary in the conclusion and management of various contracts,
- Is necessary for marketing requirements, and
- Is necessary for recruitment and general employee management.

Categories of data Subjects

- Customers/clients
- Employees
- Contractors, service providers and suppliers
- Debtors and creditors
- Company members

Cross Border Transfer:

Lombkor / Outeniqua does not generally do cross border information transfers.

However, in the unlikely event of that cross-border transfer of personal information is necessary and /or unavoidable, Lombkor/Outeniqua shall ensure that the data protection and privacy laws of such countries to which personal information is transferred, are similar to the legislation in South Africa, and that the recipients of the personal information commit to the same standard of data protection as that which Lombkor / Outeniqua is committed to.

Recipients of Personal Information:

Lombkor/ Outeniqua and its respective representatives.

Information Security Measures:

We have implemented reasonable technical and organisational measures to ensure the safety of all information. These measures include:

- Physical security measures
- Access control measures
- Encryption measures
- Cyber security measures
- Anti virus measures
- Security firewalls
- Password control
- Employess training and awareness
- Policies