

POPIA Privacy Notice:

We understand that your personal information is important to you. Your privacy is just as important to us and we are committed to safeguarding and processing your information in a lawful manner.

We also want to make sure that you understand how and for what purpose we process your information. If for any reason you think that your information is not processed in a correct manner, or that your information is being used for a purpose other than that for what it was originally intended, you can contact our Information Officer.

Our Information Officer's Contact Details	
Name	Antoinette Uhlmann
Contact Number	082 597 7141
Email Address:	antoinette@lindauhlmann.co.za

You can request access to the information we hold about you at any time and if you think that we have outdated information, please request us to update or correct your information.

Our Details	
Company	Linda Uhlmann and Associates
Contact Number	(012) 807 4882 or 060 603 9142
Address:	430 Oulandsloop street, The Willows, 0041 (By appointment only)
Email Address:	office@lindauhlmann.co.za

The organization is an authorized financial service provider with FSP No.: 43778.

We render financial services in the following product categories:

Category I Financial Services [Category I FSP]		
Financial Product	Advice	Intermediary Service
Long-Term Insurance subcategory A	X	X
Short-Term Insurance Personal Lines	X	X
Long-Term Insurance subcategory B1	X	X
Long-Term Insurance subcategory C	X	X
Retail Pension Benefits	X	X
Short-Term Insurance Commercial Lines	X	X
Pension Funds Benefits	X	X
Shares	X	X
Money market instruments	X	X
Participatory interests in a collective investment scheme	X	X
Health Service Benefits	X	X
Long-term insurance subcategory B2	X	X
Long-term insurance subcategory B2-A	X	X
Long-term insurance subcategory B1-A	X	X
Short-term Insurance Personal Lines A1	X	X

The source of collection of your personal information:

We collect personal information directly from the following data subjects:

- Prospective clients who enquire about our services
- Clients who have appointed the representative as their Broker
- Policyholders who enter into a policy with an insurer via the Organization

Personal information is collected directly/ indirectly from you through the completion and provision of a:

- Letter of Authority form
- Questionnaires
- Application forms
- These forms and/processes are completed either electronically or in hard copy.
- Supporting documentation for purposes of verification e.g., copy of ID and proof of residential address etc.

Information may also be collected from you during consultations, telephone calls and email communications etc.

We may also collect information about you from other sources such as authorized external third parties (e.g., Astute Financial services).

Law authorising or requiring collecting of the personal information:

As an authorised financial services provider, we are obligated in terms of the following legislation to collect your personal information insofar as it relates to the rendering of the relevant financial services to you:

- Financial Advisory and Intermediaries Services Act 37 of 2002;
- Financial Intelligence Centre Act 38 of 2001;
- Insurance Act 18 of 2017;
- Short-Term Insurance Act 53 of 1998;
- Long-Term Insurance Act 52 of 1998;
- Pension Fund Act No. 24 of 1956
- Medical Schemes Act 131 of 1998

Purpose for Processing your Information:

We collect, hold, use and disclose your personal information mainly to provide you with access to the services and products that we provide. We will only process your information for a purpose you would reasonably expect, including:

- Complying with the obligations contained in the contract concluded between yourself and the organisation.
- To verify your identity and to conduct credit reference searches.
- To notify you of new products or developments that may be of interest to you.
- To confirm, verify and update your details.
- To comply with any legal and regulatory requirements.

Some of your information that we hold may include but is not limited to your first and last name, email address, a home, postal or other physical address, other contact information, your title, birth date, gender, occupation, qualifications, past employment, residency status, your investments, assets, liabilities, insurance, income, expenditure, family history, medical information and your banking details.

Third parties and your personal information

We may need to share your information to third parties provide advice, reports, analyses, products or services that you have requested. Where we share your information, we will take all precautions to ensure that the third party will treat your information with the same level of protection as required by us.

These third parties may include:

- Relevant insurance and investment companies;
- Your employer (where applicable);
- Information Technology Specialists assisting us with data storage, security, processing, analytics, etc;
- Our compliance offices and/or the auditors;
- Regulatory or governmental authorities;
- Clients who have appointed the representative as their Broker
- Policyholders who enter into a policy with an insurer via the Organization

Service Level Agreement – Confidentiality Clause:

- “Personal Information” (PI) shall mean the race, gender, sex, pregnancy, marital status, national or ethnic origin, colour, sexual orientation, age, physical or mental health, disability, religion, conscience, belief, culture, language and birth of a person; information relating to the education or the medical, financial, criminal or employment history of the person; any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person; the biometric information of the person; the personal opinions, views or preferences of the person; correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; the views or opinions of another individual about the person whether the information is recorded electronically or otherwise.
- “POPIA” shall mean the Protection of Personal Information Act 4 of 2013 as amended from time to time.
- The parties acknowledge that for the purposes of this agreement that the parties may come into contact with, or have access to PI and other information that may be classified, or deemed as private or confidential and for which the other party is responsible. Such PI may also be deemed or considered as private and confidential as it relates to any third party who may be directly or indirectly associated with this agreement. Further, it is acknowledged and agreed by the parties that they have the necessary consent to share or disclose the PI and that the information may have value.
- The parties agree that they will at all times comply with POPIA’s Regulations and Codes of Conduct and that it shall only collect, use and process PI it comes into contact with pursuant to this agreement in a lawful manner, and only to the extent required to execute the services, or to provide the goods and to perform their respective obligations in terms of this agreement.
- The parties agree that it shall put in place, and at all times maintain, appropriate physical, technological and contractual security measures to ensure the protection and confidentiality of PI that it, or its employees, its contractors or other authorised individuals comes into contact with pursuant to this agreement.
- Unless so required by law, the parties agree that it shall not disclose any PI as defined in POPIA to any third party without the prior written consent of the other party, and notwithstanding anything to the contrary contained herein, shall any party in no manner whatsoever transfer any PI out of the Republic of South Africa.