

ALEXANDER BEARD RSA (PTY) LTD POSITION I TERMS OF COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT OF 2013 (POPIA)

Our policy statement:

Alexander Beard RSA (Pty) Ltd constantly endeavors to comply with the legal requirements of POPIA and the relevant regulations as well as the principles of good practice and treating customers fairly.

We respect individuals' rights to privacy and the protection of their personal information and we are honest with those individuals whose personal information is collected, processes, distributed, disclosed and held by **Alexander Beard RSA (Pty) Ltd**.

All **Alexander Beard RSA (Pty) Ltd** employees who interact with personal information receive the necessary training and support to ensure that they act consistently and remain compliant.

Alexander Beard RSA (Pty) Ltd recognises that this is the priority of POPIA to protect individuals and their privacy. Therefore, we will endeavor to retain relevant, quality information and keep this information secure.

The scope of our compliance framework and internal policies applies to all the employees, operations and business practices of **Alexander Beard RSA (Pty) Ltd** based at the registered offices and branches and wherever business practices are conducted.

Alexander Beard RSA (Pty) Ltd has a track record of putting people first, spanning more than three decades. We have built a reputation for transparency, integrity, and tailoring our specialized expertise to provide our clients with sustainable value and an ongoing competitive advantage.

We recognize that data protection laws exist to strengthen the protection surrounding the personal information of natural and juristic persons within our jurisdiction and we understand how important it is to protect personal information and make sure that it is processed securely.

We are committed to complying with the Protection of Personal Information Act of 2013 (POPIA), and take our responsibilities very seriously. We are constantly working towards compliance with the relevant data protection laws and have outlined the steps we have taken towards continued compliance, below.

WHY ARE DATA PROTECTION LAWS IMPORTANT TO ALEXANDER BEARD RSA (PTY) LTD

We believe that it is important to comply with relevant data protection laws because they prevent people from suffering harm, including:

- Losing money in a phishing attack;
- Becoming victims of identity fraud;
- Having their privacy infringed; or
- Suffering prejudice or other types of harm.

HOW DID ALEXANDER BEARD RSA (PTY) LTD GO ABOUT COMPLYING WITH RELEVANT DATA PROTECTION LAWS?

Complying with relevant data protection laws is a formidable task but we have invested a significant amount of time and resources into our POPIA compliance project.

We planned our compliance efforts carefully by:

- Consulting with data protection professionals;
- Assessing the impact of data protection laws on us, and the risks associated with our activities;
- Determining our compliance strategy, and how we should apply the principles of data protection;
- Educating our staff through face-to-face workshops as well as online training; and
- Identifying the actions needed to comply with relevant data protection laws.

WHAT IS ALEXANDER BEARD RSA (PTY) LTD DOING TO COMPLY WITH RELEVANT DATA PROTECTION LAWS?

We have taken numerous steps to comply with relevant data protection laws, including:

- Reviewing and updating our Privacy Policy-for more detail, visit our website www.abg-za.net
- Updating our data security on our equipment, infrastructure and systems.

We have implemented various other processes to ensure the safeguarding of our clients' personal information. However, due to the serious nature of this subject, we are unable to reveal the exact processes as it may assist those looking to use the personal information of others for their own gain.