



SAPO TRUST'S COMMITMENT TO THE PROTECTION OF PERSONAL INFORMATION ACT

30 June 2021

Dear Clients, Partners and Associates

In his Presidential address on June 22, 2020, the President of the Republic of South Africa, Mr. Cyril Ramaphosa has announced that all public and private bodies need to comply to additional sections of the Protection of Personal Information Act, 2013. (Act 4 of 2013), effective from 1 July 2021. As per the legislative framework, these sections are essential parts of the Act pertaining to, amongst others, conditions for the lawful processing of personal information; the regulation for the processing of special personal information; Codes of Conduct issued by the Information Regulator; procedures for dealing with complaints; provisions regulating direct marketing by means of unsolicited electronic communication, and general enforcement of the Act.

Furthermore, the Protection of Personal Information Act, 2013 (Act 4 of 2013), hereafter referred to POPIA, gives effect to section 14 of the Constitution which provides that everyone has the right to privacy. The Act promotes the protection of personal information processed by public and private bodies and seeks to balance the right to privacy against other rights, such as access to information. Entities which process personal information must ensure that it is done in a lawful way and the Act is fundamental in safeguarding persons' personal information and thus protect them against data breaches and theft of personal information.

In lieu of the above, SAPO Trust (SAPO) wish to express its commitment to the compliance to the POPIA and at the same time assure all our clients of our efforts to ensure that personal and/or proprietary information are being handled in line with the provisions of the aforementioned Act. In addition, SAPO also follows a strict protocol related to ensuring compliance to the Promotion of Access to Information Act, 2000 (Act 2 of 2000) which are intertwined to the requirements of the POPIA. Following the President's announcement, SAPO has performed an assessment on current compliance to the applicable new sections and have instituted the necessary processes internally where required, including the continuous safekeeping of information and data within our information systems.

In our quest to ensure that our client's information is handled in line with the provisions of the Act, SAPO wish to request the following from our clients as from 1 July 2021:

- **Information Office:** Any clarification, specific requests, or complaints around the current handling of client's information should be addressed directly to the office of the Chief Executive Officer at mvdw@saplant.co.za.
- **Objection to the processing of personal information:** Any client who wish to object to the processing of personal in terms of section 11(3)(a) of the Act, must submit the objection to SAPO on the attached **Form 1**.
- **Request for correction or deletion of personal information or destruction or deletion of record of personal information:** Any client who wish to request a correction or deletion of personal information or the

destruction or deletion of a record of personal information in terms of section 24(1) of the Act, must submit a request to SAPO on **Form 2** attached to this letter.

- **Request for client's consent to process personal information:** In the event that SAPO wishes to process personal information of clients for any purpose other than what is known to clients on 30 June 2021, SAPO would be requesting written consent from clients when such situation arise.
- **Direct Marketing:** SAPO currently sends electronic newsletters directly to its clients and the broader deciduous fruit industry. Any party that wishes to opt out from receiving these newsletters or any other form of direct marketing material are requested to inform SAPO via email at mvdw@saplant.co.za ideally by Monday 5 July 2021.

Yours sincerely.

A handwritten signature in black ink, appearing to read 'Shawn Coetzee', with a long horizontal stroke extending to the right.

Shawn Coetzee
CHIEF EXECUTIVE OFFICER

FORM 1
OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF
SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.
4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 2]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) <i>(Please provide detailed reasons for the objection)</i>

Signed at this day of 20.....

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Signature of data subject/designated person

FORM 2

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR
DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF
SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.
4 OF 2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 3]**

Note:

1. Affidavits or other documentary evidence as applicable in support of the request may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an "x".

Request for:

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	

Fax number/ E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED
D	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY ; and or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN. <i>(Please provide detailed reasons for the request)</i>

Signed at this day of20.....

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Signature of data subject/ designated person