



POPIA MANUAL

Date: February 2021

KGA Life abides by the following principles in relation to processing of personal information:

1. A person's personal information may be either collected by KGA Life or provided by the person. Personal information includes any information by which a person can be identified, and which relates to that person as an identifiable individual such as name, ID. Number, physical and postal addresses, e-mail address, race, sex, age.
2. Before, or at the time of collecting personal information, KGA Life identifies the purpose(s) for which the information is being collected.
3. Unless KGA Life obtains voluntary and informed consent thereto, or unless it is required or permitted by law, KGA Life undertakes to not sell, distribute, or disclose any personal information that a person has disclosed to KGA Life.
4. KGA Life will not disclose personal information to anyone except as provided for herein or specifically required/agreed.
5. KGA Life will only collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
6. KGA Life will only retain personal information as long as necessary for the fulfilment of those purposes as have been identified by us.
7. An individual may access and/or correct any of personal information that we hold by sending an email to KGA Life's Information Officer at compliance@kga.co.za.

