

# UNIVERSITY OF JOHANNESBURG DEFINED BENEFIT PENSION FUND

## PRIVACY STATEMENT

Date this privacy statement applies from: 1 January 2021

### **Purpose of this privacy statement**

This privacy statement sets out how the University of Johannesburg Defined Benefit Pension Fund (“the Fund”) uses and protects your personal information to comply with the requirements of the Protection of Personal Information Act 4 of 2013 or “POPIA”.

### **Collection and Use of Personal Information**

The main purpose of the Fund is to provide benefits to members on leaving the Fund, or at retirement or to make payments to beneficiaries should a member pass away, as detailed in the registered rules of the Fund. The personal information that we collect and process for members is used mostly for this reason. The Fund must also collect and process information to comply with the laws of South Africa.

#### *What personal information do we collect?*

Your personal information would include your name, surname, contact details, salary information, information about your beneficiaries (including information of children), demographic information (e.g. age, race), financial information including bank account details, tax information, records of claims, and in some cases, your health or medical information, including disability status.

#### *How we use your personal information*

Your information is used, for example, to provide you with Fund benefits, keep your records updated, make payments, contact you, and comply with the laws of South Africa.

### **Source and disclosure of your personal information**

We receive your personal information directly from your employer, and we provide it to our appointed service providers, so that they can provide the services agreed to in terms of formal signed agreements.

In terms of our formal signed agreements, we require all service providers to handle your personal information appropriately and securely, and comply with all relevant laws.

We confirm that:

- The Fund does not and will not sell personal information or provide your information to any third parties to use for their own marketing purposes.
- It may be necessary for us to provide your information to comply with laws in South Africa, or if a court order is issued. We only provide such information where there is a legal basis for doing so.

## Protection and Security of Personal Information

We take the security of your information very seriously, and have implemented reasonable technical and operational measures to protect your information from loss, misuse, unauthorised access, disclosure, alteration and destruction, and ensure that all our service providers do so too.

## Accuracy of Personal Information

We take reasonable steps to keep personal information up to date.

If you would like to correct or update your information, please contact your HR representative, or your employer, or the administrator at [UJDBPensFund@aforges.com](mailto:UJDBPensFund@aforges.com) or contact our Information Officer at [evettevl@uj.ac.za](mailto:evettevl@uj.ac.za).

## Retaining your Personal Information

We will keep your personal information for the time period necessary to comply with the registered rules of the Fund and as set out in this privacy statement. It may be necessary to retain some of your personal information beyond this time to comply with laws or for historical purposes. You may request that the Fund delete your personal information. Your request must be sent to Information Officer at: [evettevl@uj.a.za](mailto:evettevl@uj.a.za) using the "Form 2" issued in terms of POPIA for this process. This form can be found [here](#). Please note that there may be lawful purposes which prohibit us from deleting your information.

## International Transfer of personal information

We make use of service providers who may store or process your information outside of South Africa. We try to ensure that our service providers only operate in countries with strong data protection laws (for example the United Kingdom or countries within the European Union), or are contractually required to protect your information in terms of the principles set out in POPIA.

## Cookies and other tracking technologies

The Fund's website (<http://pension.uj.mobi/>) is used for information purposes only. We do not use any cookies or other technologies (such as web beacons or pixel tags), unless these are needed to make our website work (these are known as "essential cookies"). Marketing cookies and third party cookies are not included on our websites, and we do not make use of these to track your behaviour or for advertising purposes.

## 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>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and Surname/ registered name of responsible party:	
Residential, postal or business address:	
	Code (        )
Contact number(s):	
Fax number/E-mail address:	
<b>C</b>	<b>INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/DESTROYED</b>
<b>D</b>	<p><b>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</b></p> <p><b>REASONS FOR *DESTRUCTION OR DELETION OR 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.</b></p> <p><i>(Please provide detailed reasons for the request)</i></p>

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of the data subject/designated person