



## D PROTECTION OF PERSONAL INFORMATION ACT (POPIA) NOTICE

### 1. Collection of your Personal Information

We collect and process your personal information mainly to provide you with access to our services and products, to help us improve our offerings to you and for certain other purposes explained below.

The type of information we collect will depend on the purpose for which it is collected and used. We will only collect information that we need for that purpose.

We collect information directly from you where you provide us with your personal details, for example when you purchase a product or services from us or when you submit enquiries to us or contact us. Where possible, we will inform you what information you are required to provide to us and what information is optional.

### 2. Use of your Personal Information

GapRisk collects and uses your personal information to deliver the services you have requested. GapRisk may also contact you from time to time via surveys to conduct research about your opinion of current services or of potential new services that may be offered when necessary. GapRisk does not sell, rent or lease its customer lists to third parties.

### 3. Protection of your Personal Information

GapRisk values the information that you choose to provide and will take appropriate, reasonable technical and organisational steps to protect your personal information from loss, misuse or unauthorised alteration. The information GapRisk has concerning GapRisk clients is stored in databases that have built-in safeguards to ensure the privacy and confidentiality of that information.

### 4. Correction of Personal Information

You have an obligation to notify us if any of your personal information held by GapRisk changed or is no longer valid. To ensure our records are up to date, you can e-mail us or you can phone our contact centre as supplied on our website, under "contact us".

Additional detail regarding the use of personal information is set out in our Privacy Policy that can be viewed on our website [www.gaprisk.co.za/privacy-policy/](http://www.gaprisk.co.za/privacy-policy/) or [www.gapcover.co.za/privacy-policy/](http://www.gapcover.co.za/privacy-policy/).

Date:        D   D   -   M   M   -   Y   Y   Y   Y        Signature of policy holder: