

## Booking Form 2021

**PLEASE READ THIS SECTION BEFORE COMPLETING THE BOOKING FORM.**

### YOUR DATA PROTECTION

In terms of the Protection of Personal Information Act of 2013 (*POPIA*), you, as a *Data Subject*, have the right to ensure that your *Personal Information* is being *Processed* in accordance with *POPIA*. Your *Personal Information* is the information that you provide to us in this subscription form.

We use your *Personal Information* in order to provide you with the opportunity of attending our training seminars relating to all matters related to the retirement industry - *our Services*. We do not use your *Personal Information* for any other purpose and will never disclose your *Personal Information* to any 3rd parties without your prior, written consent or unless we are required by law to do so.

For the purposes of *POPIA*, you are a *Data Subject* and we are a *Responsible Party*. This means that we will comply with the eight conditions of processing your information as set out in the Act, which are set out in our data protection policy, a copy of which is available from the Deputy Information Officer, Toni Cantin, whose contact details are set out below.

All information collected by us is backed up on the ICTS server. Hard copies of the booking forms are kept in a secure location with access permitted only to the deputy information officer of ICTS Trustee Training Services.

It is not mandatory that you provide us with your personal information. However, if you don't, we will not be able to provide you with *our Services*.

**Who we are** – ICTS Trustee Training is a division of Investment Consulting and Trustee Services (Pty) Ltd, company registration number 1996/000948/07.

We will keep your *Personal Information* for as long as we need to in order to provide you with *our Services* and as required by the law. Once we are no longer authorised to keep the *Personal Information*, we can delete, destroy, restrict or de-identify it.

For information about your rights with regard to *Personal Information*, including what you may request of us, please contact our Deputy Information Officer: Toni Cantin on email: [cantint@icts.co.za](mailto:cantint@icts.co.za) and telephone number (business hours) 087 702 3821.

You may:

- ask us what personal information we hold about you (free) and for a copy of it (may be subject to a fee);
- ask us for information about which third parties have access to your personal information;
- request us to delete or destroy your information, if we are no longer authorised to keep it;
- object to us processing your personal information. Please use Form 1 in the Regulations to the Protection of Personal Information Act ("POPIA"), which is available on the Information Regulator's website at [www.sahrc.org.za](http://www.sahrc.org.za);
- ask us to correct or delete your personal information if it is inaccurate, irrelevant, excessive, out-of-date, incomplete, misleading or unlawfully obtained. Please use Form 2 in the Regulations to *POPIA*, which is available on the Information Regulator's website.

### Opting-In

By completing your information and submitting the attached booking form to us, you acknowledge that you have read and understood this *POPIA* declaration and that you **consent** to:

- us and our service providers continuing to use the personal information you have given us on this form, for the purposes of providing *our Services* to you.
- opting-in to receive future communications from us.

Please note that you may, at any time, choose to discontinue receiving invitations from us by contacting our Deputy Information Officer, whose details are set out above.

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