



## **Privacy Statement for South African Local Authorities Pension Fund**

### **1. Introduction**

This privacy statement explains how the South African Local Authorities Pension Fund (the "Fund") collects, uses, discloses, and protects your personal information. It also informs you of your rights and obligations regarding your personal information. Please read this statement carefully and contact us if you have any questions or concerns.

### **2. Who we are and how to contact us**

The Fund is a hybrid benefit pension scheme that provides retirement benefits to its members who are employees of various local municipalities within the Republic of South Africa and the South African Policy Service (the "Employers"). The Fund is administered by the Board of Trustees (the "Trustees") who are responsible for managing the Fund's assets and liabilities and chaired by elected national chairperson.

The Fund is the Responsible Party of your personal information under the applicable data protection laws. This means that the Fund determines the purpose and means of processing your personal information. The Administrator appointed by the Trustees, is the Operator of your personal information on behalf of the Fund. This means that the Administrator processes your personal information in accordance with the instructions and guidance of the Fund.

### **3. Contact Details**

If you have any questions or requests regarding this privacy statement or your personal information, you can contact us at:

SALA Pension Fund  
12 Fredman drive,  
SALA House  
1st Floor  
Sandton  
South Africa  
Tel: +27 11 282 3000  
Principal Officer : Siphon Sidu  
Email: [sidus@salapensionfund.co.za](mailto:sidus@salapensionfund.co.za)

### **4. Why we collect and process your personal information**

We collect and process your personal information for the following purposes:

- 4.1. To provide you with retirement benefits and services as a member or beneficiary of the Fund;

#### **Board of Trustees**

Lucas Mabila (Chairperson) Solly Masiya (Deputy Chairperson) Siphon Sidu (Principal Officer) Trustees I S Makatikela I R Mashaba I M Smith I N Motlhasi I J Krakri I E Baise I V Ponti I M. Fusi I Z Nene I M Andreas I Z Jekwa I X Kubheka I N Nethengwe I C Tlhokwe I N Mangole I Z Dyushu I A Mtsweni I Esther Groenewald I Henry Collins  
PF No: 12/8/19727/1



- 4.2. to comply with our legal obligations as a pension fund under the Pension Funds Act 24 of 1956, the Income Tax Act 58 of 1962, the Financial Sector Regulation Act 9 of 2017, and other applicable laws and regulations;
- 4.3. to protect our legitimate interests as a pension fund, such as managing the Fund's assets and liabilities, preventing and detecting fraud, ensuring the security of our systems and data, and conducting audits and reviews;
- 4.4. to communicate with you and provide you with information and updates about the Fund and your benefits and services;
- 4.5. to conduct research and analysis to improve the Fund's performance and service delivery;
- 4.6. to obtain your consent for any other purposes that are not covered by the above.

## 5. What personal information we collect and process

We collect and process various types of personal information about you, such as:

- 5.1. Your name, date of birth, gender, marital status, identity number, passport number, tax number, contact details, bank account details, and other identification information;
- 5.2. your employment details, such as your employer, job title, salary, service period, contribution rate, and leave records;
- 5.3. your membership details, such as your member number, benefit option, contribution history, investment choice, fund value, benefit statement, withdrawal or retirement application, and beneficiary nomination;
- 5.4. your beneficiary details, such as their name, date of birth, gender, relationship to you, identity number, passport number, tax number, contact details, bank account details, and other identification information;
- 5.5. your health and medical information, such as your medical history, diagnosis, treatment, prognosis, disability status, and medical reports;
- 5.6. your financial information, such as your income, expenses, assets, liabilities.

## 6. Information protection

The Fund will take reasonable technical and security measures to keep your information secure, accurate, current, and complete.

### Board of Trustees

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## **7. Retention of information**

We will keep your personal records for no longer than is necessary for the purposes for which it was collected and processed, and not longer than as specified by the relevant applicable laws unless we have your consent to process it indefinitely.

## **8. Sharing of information**

We may disclose the personal information you provide to us to the following entities:

- 8.1. Our third-party service providers who are involved in the delivery and/or administration of financial advice products and services;
- 8.2. when lawfully required to do so;
  - 8.2.1. to comply with any relevant legislation or applicable laws; and;
  - 8.2.2. by any regulatory authority (for example, the Financial Sector Conduct Authority)

## **9. Cross border transfers**

The Fund does not transfer personal information outside South Africa. Where there is a requirement, we will do so in accordance with applicable data protection laws. Wherever possible, we try to only use service providers that are in countries with similar or more stringent levels of protection.

## **10. Right to access information**

The Promotion of Access to Information Act (PAIA) offer individuals the right to access information held by a public or private body in certain instances. This right can be exercised in accordance with the PAIA manual.

## **11. Correction of your information**

In accordance with POPIA, you have a right to correct any of your personal information held by the Fund. This right should be exercised in accordance with the procedure outlined in the PAIA manual.

## **12. Objection to processing of your information**

In accordance with POPIA, you may object to our processing of your personal information on reasonable grounds relating to your particular situation, unless legislation provides for such processing.

This policy will be reviewed when it is necessary to do so by the board of trustees

### **Board of Trustees**

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SALA House | 12 Fredman Drive | Ground Floor | Sandton | 2146  
Postnet Suite 512 | Private Bag X9 | Benmore | 2010  
**t.** 011 282 3000  
**f.** 011 282 3099  
[www.salapensionfund.co.za](http://www.salapensionfund.co.za)



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**Board of Trustees**

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