 AUTUS FUND MANAGERS	Policy:	FSP: 4221
	PRIVACY POLICY	Policy Document no: PA3
		Revision no: 1.2021
		Date: June 2021
		Page 1 of 3

1. WHAT PERSONAL INFORMATION DOES THE COMPANY REQUIRE?

1.1. Autus Fund Managers (Pty) Ltd (“the Company”)’s Personal Information Protection Policy governs the Processing of your Personal Information. You may view the Personal Information Protection Policy by contacting the Information Officer, Francois Roux, on francois@autus.co.za or 083 393 3551.

1.2. “Personal Information” is defined in the Protection of Personal Information Act (Act no. 4 of 2013) (“POPIA”) as follows:


“Information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to –

- (a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, wellbeing, disability, religion, conscience, belief, culture, language and birth of the person;
- (b) information relating to the education or the medical, financial, criminal, or the employment history of the person;
- (c) any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignments to the person;
- (d) the biometric information of the person;
- (e) the personal opinions, views or preferences of the person;
- (f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- (g) the views or opinions of another individual about the person; and
- (h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.”

1.3. “Processing” is defined in POPIA as follows:

“any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—

- (a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- (b) dissemination through transmission, distribution or making available in any form; or
- (c) merging, linking, as well as restriction, degradation, erasure or destruction of information.”

	Policy:	FSP: 4221
	PRIVACY POLICY	Policy Document no: PA3
		Revision no: 1.2021
		Date: June 2021
		Page 2 of 3

1.4. The Company is a Responsible Party in respect of the Personal Information you (Data Subject) provide to the Company. The Company processes the following types of Personal Information from you:

- 1.4.1. Identification document;
- 1.4.2. Proof of residential/business operating address;
- 1.4.3. South African Income Tax registration number;
- 1.4.4. South African VAT registration number (if applicable per individual/legal entity);
- 1.4.5. Contact numbers;
- 1.4.6. Email addresses;
- 1.4.7. Banking details;
- 1.4.8. Any other information that may be requested from the Data Subject, if required.

2. WHY DOES THE COMPANY REQUIRE YOUR PERSONAL INFORMATION?

2.1. This Personal Information is required in terms of the Financial Intelligence Centre Act, 38 of 2001 and the Company’s Risk Management and Compliance Programme. In addition, the Personal Information forms part of the Company’s requirements when obtaining a discretionary mandate from you or opening an account to facilitate the relevant business activities.


2.2. The Company needs your Personal Information to provide you with the following services:

- To establish a legal relationship with you;
- To populate the client account information required on the various onboarding platforms to open your account; and
- To generate statements and capture contact information related to this discretionary mandate or account.

3. HOW IS YOUR PERSONAL INFORMATION PROCESSED?

3.1. Your Personal Information is Processed at Unit D2, Polo Village Offices, Val de Vie Estate, Paarl, 7646 or any other branch of Autus Fund Managers. Storage of your Personal Information takes place on a cloud-based server hosted by Xneelo.

3.2. No third-party providers have direct access to your Personal Information unless specifically required by law and to satisfy client due diligence principles.

	Policy:	FSP: 4221
	PRIVACY POLICY	Policy Document no: PA3
		Revision no: 1.2021
		Date: June 2021
		Page 3 of 3

3.3. Your Personal Information is shared with any contracted Product Supplier as listed in our Disclosure document for account opening purposes. The specific Product Supplier will be disclosed to the client before entering into a transaction.

4. HOW LONG DOES THE COMPANY KEEP YOUR PERSONAL INFORMATION?

4.1. Under South African law, the Company must keep your Personal Information for a five (5) year period following the date of termination of the business relationship according to the Company’s Personal Information Retention Policy. After this period, your Personal Information will be irreversibly destroyed. For more information on the Company’s Personal Information retention schedule, please refer to our Personal Information Retention Policy, which can be accessed at compliance@autus.co.za.

5. WHAT ARE YOUR RIGHTS?

5.1. Should you believe that any of your Personal Information held by the Company is incorrect or incomplete, you have the right to request to view this information, rectify it or have it deleted. Please contact the Company’s Information Officer on francois@autus.co.za should this be required.

5.2. In addition, if you wish to complain about how the Company has handled your Personal Information, please contact the Information Officer on francois@autus.co.za and compliance@autus.co.za. The Company’s Compliance Department will investigate your complaint and contact you within two (2) business days of the complaint being lodged and work with you to resolve the matter.

5.3. If your query relating to your Personal Information is not, in your opinion, adequately dealt with, you can contact the Information Regulator on 012 406 4818 or inforeg@justice.gov.za to file an official complaint.