



PROTECTION OF PERSONAL, INFORMATION AND THE RETENTION OF DOCUMENTS

Disclaimer: "Salvo" refers collectively to Salvo Capital (Pty) Ltd (FSP 8106), Salvo Financial Services (Pty) Ltd (FSP 29255), Salvo Employee Benefits (Pty) Ltd (FSP 43428), and Salvo Investment Managers (Pty) Ltd (FSP 47740), each a separate legal entity and separately licensed Financial Services Provider.



POLICY STATEMENT AND MANUAL OF:

**PROTECTION OF PERSONAL, INFORMATION AND THE RETENTION OF
DOCUMENTS**

FOR

SALVO

Which refers to and includes:

Salvo Capital (Pty) Ltd (FSP 8106)
Salvo Financial Services (Pty) Ltd (FSP 29255)
Salvo Employee Benefits (Pty) Ltd (FSP 43428)
Salvo Investment Managers (Pty) Ltd (FSP 47740)

(hereinafter referred to as “SALVO”)

Last Updated: July 2026



A: PROTECTION OF PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013

PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013

SALVO POPI POLICY

1 INTRODUCTION

Salvo operates within the insurance environment and is obligated to comply with the Protection of Personal Information Act 4 of 2013 (POPIA).

POPIA requires Salvo to inform its clients of the manner in which their personal information is used, disclosed, retained and destroyed.

Salvo guarantees its commitment to protecting its client's privacy and ensuring that their personal information is used appropriately, transparently, securely and in accordance with applicable laws.

The Policy sets out the manner in which Salvo deals with its clients' personal information and stipulates the purposes for which that information is used. The Policy is made available on the Salvo website, www.salvocapital.com, and on request from Salvo Head Office. www.salvocapital.com and

1.1 PERSONAL INFORMATION COLLECTED

Section 9 of POPIA states that *"Personal Information may only be processed if, given the purpose for which it is processed, it is adequate, relevant and not excessive."*

Salvo collects and processes clients' personal information pertaining to their financial needs. The information collected depends on the purpose for which it is required and will be processed only for that purpose. Where possible, Salvo will inform the client which information is required and optional. Examples include, but are not limited to:

- The Client's Identity number, name, surname, address, postal code, marital status, and number of dependants;

- Description of the client's residence, business and assets; financial information, banking

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details, etc.;

- Any other information required by Salvo, suppliers and insurers in order to provide clients with an accurate analysis of their insurance needs.

Salvo also collects and processes the client's personal information for marketing purposes in order to ensure that our products and services remain relevant to our clients and potential clients.

Salvo aims to have agreements in place with all product suppliers, insurers and third-party service providers to ensure a mutual understanding with regard to the protection of the client's personal information. Salvo's suppliers will be required to comply with applicable privacy and confidentiality requirements relevant to the services they provide to Salvo.

With the client's consent, Salvo may supplement the information provided with information received from other providers to offer a more consistent and personalised client experience.

For purposes of this Policy, clients include potential and existing clients.

1.2 THE USAGE OF PERSONAL INFORMATION

The Client's Personal Information will only be used for the purpose for which it was collected and as agreed.

This may include:

- Providing products or services to clients and to carry out the transactions requested;
- For underwriting purposes;
- Assessing and processing claims;
- Conducting credit reference searches or verification;
- Confirming, verifying and updating client details;

- For purposes of claims history;
- For the detection and prevention of fraud, crime, money laundering or other malpractices;
- Conducting market or customer satisfaction research;
- For audit and record keeping purposes;
- In connection with legal proceedings;
- Providing Salvo services to clients, rendering the services requested and maintaining and continually improving the relationship;
- Providing communication in respect of Salvo and regulatory matters that may affect clients; and
- In connection with and to comply with legal and regulatory requirements or when it is otherwise allowed by law.

According to section 11 of POPIA, personal information may only be processed if one or more of the following lawful grounds apply:

- a) The client's consents to the processing: - consent is obtained from clients during the introductory, appointment and needs analysis stage of the relationship;
- b) The necessity of processing: in order to conduct an accurate analysis of the client's needs for purposes of amongst other credit limits, insurance requirements, etc.
- c) Processing complies with an obligation imposed by law on Salvo;
- d) The Financial Advisory and Intermediary Services Act ('FAIS') requires Financial Service Provider's ('FSPs') to conduct a needs analysis and obtain information from clients about their needs in order to provide them with applicable and beneficial products;
- e) e) Processing protects a legitimate interest of the client — it is in the client's best interest to have a full needs analysis performed in order to provide an applicable product or service.

f) Processing is necessary for pursuing the legitimate interests of Salvo or a third party to whom information is supplied — Salvo and our product suppliers may require certain personal information to make an informed decision regarding the product or service required.

1.3 DISCLOSURE OF PERSONAL INFORMATION

Salvo may disclose a client's personal information to Salvo's subsidiaries or affiliates, joint venture companies and/or approved product or third-party service providers whose services or products the client elects to use. Salvo has agreements in place to promote compliance with confidentiality and privacy requirements.

Salvo may also share clients' personal information with, and obtain information about clients from, third parties for the reasons discussed above.

Salvo may also disclose a client's information where required or permitted by applicable law or where disclosure is necessary to protect Salvo's rights.

1.4 SAFEGUARDING CLIENT INFORMATION

It is a requirement of POPIA to adequately protect personal information. Salvo will continuously review its security controls and processes to ensure that personal information is secure.

The following procedures are in place in order to protect personal information:

1.4.1 The Salvo INFORMATION OFFICER is Theo Oosthuizen (snr), whose details are set out below. He is responsible for overseeing compliance with POPIA and is assisted by André Greyling, who functions as the Deputy Information Officer.

1.4.2 This Policy has been implemented throughout Salvo. Training on this Policy and POPIA is provided by Salvo's Compliance Officer as part of ongoing compliance training.

1.4.3 Each new employee will be required to sign an Employment Contract containing relevant consent clauses for the lawful use and storage of employee information and any other provisions required in terms of POPIA;

1.4.4 Every employee currently employed by Salvo has signed an Employment Contract containing relevant consent clauses for the lawful use and storage of employee information and other provisions required in terms of POPIA;

1.4.5 Salvo's archived client information is stored on-site and off-site and is subject to applicable privacy and security requirements. Access is limited to authorised personnel.

1.4.6 Salvo's product suppliers, insurers and other third-party service providers will be required, where appropriate, to enter into agreements addressing their obligations regarding the protection of personal information. This process will be evaluated as required.

1.4.7 All electronic files and data are backed up by Salvo's IT provider, which is responsible for system security designed to protect against unauthorised access and physical threats.

Consent to process client information is obtained from clients (or a person who has been given authorisation from the client to provide the client's personal information) during the introductory, appointment and needs analysis stage of the relationship.

1.5 ACCESS AND CORRECTION OF PERSONAL INFORMATION

Clients have the right to access the personal information Salvo holds about them. Clients also have the right to request that Salvo update, correct or delete their personal information on reasonable grounds. Where a client objects to the processing of their personal information, Salvo will consider the objection and act in accordance with applicable law. Salvo will take all reasonable steps to confirm a client's identity before providing details of their personal information or making changes to their personal information..

Salvo's Information Officer and Head Office are as follows:

1.6.1 The details of



Information Officer Details

Name: Theo Oosthuizen (snr)

Telephone Number: (051) 401 8200 / (051) 444 4906

E-Mail: theo@salvocapital.com;

Deputy Information Officer Details

Name: André Greyling

Telephone Number: (051) 401 8200 / (051) 444 4906

E-Mail Address: andreg@salvocapital.co;

Office Details

Telephone Number: (051) 401 8200 / (051) 444 4906

POSTAL ADDRESS: PO Box 25325, Langenhoven Park, 9330

PHYSICAL ADDRESS: 4 Nobel Street, Brandwag, Bloemfontein, 9301

EMAIL ADDRESS: info@salvocapital.com;

WEBSITE: www.salvocapital.com

2. AMENDMENTS TO THIS POLICY

Amendments to, or a review of this Policy, will take place on an *ad hoc* basis or at least once a year. Clients are advised to access Salvo's website periodically to keep abreast of any changes. Where material changes take place, clients will be notified directly, or changes will be stipulated on Salvo's website.

3. AVAILABILITY OF THE MANUAL

This manual is made available in terms of Regulation Number R. 187 of 15 February 2002. The manual is available at the offices of the South African Human Rights Commission and shall be published in three of the official languages in the Government Gazette.

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WITH INTENT

4. INFORMATION AS MAY BE PRESCRIBED UNDER SECTION 51(1)(F)

The Minister of Justice and Constitutional Development of the Republic of South Africa has not made any regulations in this regard.

5. INFORMATION REQUIRED IN TERMS OF SECTION 52 (2)

The Minister of Justice and Constitutional Development of the Republic of South Africa has not made any regulations in this regard.

6. RECORDS THAT CANNOT BE FOUND

If Salvo searches for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken in the attempt to locate the record.

7. THE PRESCRIBED FORMS AND FEES

The prescribed forms and fees are available on the website of the Department of Justice and Constitutional Development at www.doj.gov.za under the regulations section.

B: POLICY ON THE RETENTION & CONFIDENTIALITY OF DOCUMENTS, INFORMATION AND ELECTRONIC TRANSACTIONS

1. PURPOSE

1.1 To exercise effective control over the retention of documents and electronic transactions:

1.1.1 as prescribed by legislation; and

1.1.2 as dictated by business practice.

1.2 Documents need to be retained in order to prove the existence of facts and to exercise rights Salvo may have. Documents are also necessary for defending legal action, for establishing what was said or done in relation to business of Salvo and to minimize Salvo's reputational risks.

1.3 To ensure that Salvo's interests are protected and that Salvo's and clients' rights to privacy and confidentiality are not breached.

1.4 Queries may be referred to the Information Officer or Deputy Information Officer.

2. SCOPE & DEFINITIONS

2.1 All documents and electronic transactions generated within and/or received by the Salvo.

2.2 Definitions:

2.2.1 **Clients** includes, but are not limited to, shareholders, debtors, creditors as well as the affected personnel and/or departments related to a service division of the Company.

2.2.2 **Confidential Information** refers to all information or data disclosed to or obtained by the Company by any means whatsoever and shall include, but not be limited to:

2.2.2.1 financial information and records; and

2.2.2.2 all other information including information relating to the structure, operations, processes,

intentions, product information, know-how, trade secrets, market opportunities, customers and business affairs but excluding the exceptions listed in clause 4.1 hereunder.

2.2.3 **Constitution:** Constitution of the Republic of South Africa Act, 108 of 1996.

2.2.4 **Data** refers to electronic representations of information in any form.

2.2.5 **Documents** include books, records, security or accounts and any information that has been stored or recorded electronically, photographically, magnetically, mechanically, electro-mechanically or optically, or in any other form.

2.2.6 **ECTA:** Electronic Communications and Transactions Act, 25 of 2002.

2.2.7 **Electronic communication** refers to a communication by means of data messages.

2.2.8 **Electronic signature** refers to data attached to, incorporated in, or logically associated with other data and which is intended by the user to serve as a signature.

2.2.9 **Electronic transactions** include e-mails sent and received.

2.2.10 **PAIA:** Promotion of Access to Information Act, 2 of 2000.

3. ACCESS TO DOCUMENTS

3.1 All Salvo and client information must be dealt with in the strictest confidence and may only be disclosed, without fear of redress, in the following circumstances (also see clause 4.2 below):

3.1.1 where disclosure is under compulsion of law;

3.1.2 where there is a duty to the public to disclose;

3.1.3 where the interests of Salvo require disclosure; and

3.1.4 where disclosure is made with the express or implied consent of the client.

3.2 Disclosure to 3rd parties:

All employees have a duty of confidentiality in relation to Salvo and clients. In addition to the provisions of clause 4.1 above, the following are also applicable:

3.2.1 Information on clients: Our clients' right to confidentiality is protected in the Constitution and in terms of ECTA. Information may be given to a 3rd party if the client has consented in writing to that person receiving the information.

3.2.2 Requests for Salvo information:

3.2.2.1 These are dealt with in terms of PAIA, which gives effect to the constitutional right of access to information held by the State or any person (natural and juristic) that is required for the exercise or protection of rights. Private bodies, like Salvo, must however refuse access to records if disclosure would constitute an action for breach of the duty of secrecy owed to a third party.

3.2.2.2 In terms hereof, requests must be made in writing on the prescribed form to the Information Officer in terms of PAIA. The requesting party must state the reason for requesting the information and pay any prescribed fee.

3.2.2.3 Salvo's manual in terms of PAIA, which contains the prescribed forms and details of prescribed fees, is available on request and on Salvo's websites.

3.2.3 Confidential company and/or business information may not be disclosed to third parties as this could constitute industrial espionage. The affairs of Salvo must be kept strictly confidential at all times.

3.3 Salvo views any contravention of this policy very seriously and employees who are guilty of contravening the policy will be subject to disciplinary procedures, which may lead to the dismissal of any guilty party.

4. STORAGE OF DOCUMENTS

4.1 HARD COPIES

4.1.1 Documents are stored electronically on atWork Internet Software Solutions, a Customer Relationship Management System (CRM), while hard-copy files are stored in secure, locked cabinets and safes.

4.1.2 Companies Act, No 71 of 2008

With regard to the Companies Act, No 71 of 2008 and the Companies Amendment Act No 3 of 2011, hardcopies of the documents mentioned below must be retained for 7 years:

- Any documents, accounts, books, writing, records or other information that a company is required to keep in terms of the Act;
- Notice and minutes of all shareholders meeting, including resolutions adopted and documents made available to holders of securities;
- Copies of reports presented at the annual general meeting of the company;
- Copies of annual financial statements required by the Act;
- Copies of accounting records as required by the Act;
- Record of directors and past directors, after the director has retired from the company;
- Written communication to holders of securities and
- Minutes and resolutions of directors' meetings, audit committee and directors' committees.

Copies of the documents mentioned below must be retained indefinitely:

- Registration certificate;
- Memorandum of Incorporation and alterations and amendments;
- Rules;
- Securities register and uncertified securities register;
- Register of company secretary and auditors and
- Regulated companies (companies to which chapter 5, part B, C and Takeover Regulations apply) – Register of disclosure of person who

holds beneficial interest equal to or in excess of 5% of the securities of that

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class issued.

4.1.3 **Consumer Protection Act, No 68 of 2008**

The Consumer Protection Act seeks to promote a fair, accessible and sustainable marketplace and therefore requires a retention period of 3 years for information provided to a consumer by an intermediary such as:

- Full names, physical address, postal address and contact details;
- ID number and registration number;
- Contact details of public officer in case of a juristic person;
- Service rendered;
- Intermediary fee;
- Cost to be recovered from the consumer;
- Frequency of accounting to the consumer;
- Amounts, sums, values, charges, fees, remuneration specified in monetary terms;
- Disclosure in writing of a conflict of interest by the intermediary in relevance to goods or service to be provided;
- Record of advice furnished to the consumer reflecting the basis on which the advice was given;
- Written instruction sent by the intermediary to the consumer;
- Conducting a promotional competition refer to Section 36(11)(b) and Regulation 11 of Promotional Competitions;
- Documents Section 45 and Regulation 31 for Auctions.

4.1.4 **Financial Advisory and Intermediary Services Act, No 37 of 2002:**

Section 18 of the Act requires a retention period of 5 years, except to the extent that it is exempted by the registrar for the below mentioned documents:

- Known premature cancellations of transactions or financial products of the provider by clients;
- Complaints received together with an indication whether or not any such complaint has been resolved;
- The continued compliance with this Act and the reasons for such non-compliance;
- And the continued compliance by representatives with the requirements referred to in section

13(1) and (2).

The General Code of Conduct for Authorized Financial Services Provider and Representatives requires a retention period of 5 years for the below mentioned documents:

- Proper procedures to record verbal and written communications relating to a financial service rendered to a client as are contemplated in the Act, this Code or any other Code drafted in terms of section 15 of the Act;
- Store and retrieve such records and any other material documentation relating to the client or financial services rendered to the client;
- And keep such client records and documentation safe from destruction;
- All such records must be kept for a period after termination to the knowledge of the provider of the product concerned or in any other case after the rendering of the financial service concerned.

4.1.5 **Financial Intelligence Centre Act, No 38 of 2001:**

Section 22 and 23 of the Act require a retention period of 5 years for the documents and records of the activities mentioned below:

- Whenever an accountable transaction is concluded with a client, the institution must keep record of the identity of the client;
- If the client is acting on behalf of another person, the identity of the person on whose behalf the client is acting and the client's authority to act on behalf of that other person;
- If another person is acting on behalf of the client, the identity of that person and that other person's authority to act on behalf of the client;
- The manner in which the identity of the persons referred to above was established;
- The nature of that business relationship or transaction;
- In the case of a transaction, the amount involved and the parties to that transaction;
- All accounts that are involved in the transactions concluded by that accountable institution in the course of that business relationship and that single transaction;
- The name of the person who obtained the identity of the person transacting on behalf of the accountable institution;
- Any document or copy of a document obtained by the accountable institution.

These documents may also be kept in electronic format.

4.1.6 Compensation for Occupational Injuries and Diseases Act, No 130 of 1993:

Section 81(1) and (2) of the Compensation for Occupational Injuries and Diseases Act requires a retention period of 4 years for the documents mentioned below:

- Register, record or reproduction of the earnings, time worked, payment for piece work and overtime and other prescribed particulars of all the employees.

Section 20(2) documents with a required retention period of 3 years:

- Health and safety committee recommendations made to an employer in terms of issues affecting the health of employees and of any report made to an inspector in terms of the recommendation;
- Records of incidents reported at work.

Asbestos Regulations, 2001, regulation 16(1) requires a retention period of minimum 40 years for the documents mentioned below:

- Records of assessment and air monitoring, and the asbestos inventory;
- Medical surveillance records;

Hazardous Biological Agents Regulations, 2001, Regulations 9(1) and (2):

- Records of risk assessments and air monitoring;
- Medical surveillance records.

Lead Regulations, 2001, Regulation 10:

- Records of assessments and air monitoring;
- Medical surveillance records.

Noise - induced Hearing Loss Regulations, 2003, Regulation 11:

- All records of assessment and noise monitoring;
- All medical surveillance records, including the baseline audiogram of every employee.

Hazardous Chemical Substance Regulations, 1995, Regulation 9 requires a retention period of 30 years for the documents mentioned below:

- Records of assessments and air monitoring;
- Medical surveillance records.

4.1.7 **Basic Conditions of Employment Act, No 75 of 1997:**

The Basic Conditions of Employment Act requires a retention period of 3 years for the documents mentioned below:

Section 29(4):

- Written particulars of an employee after termination of employment;

Section 31:

- Employee's name and occupation;
- Time worked by each employee;
- Remuneration paid to each employee;
- Date of birth of any employee under the age of 18 years.

4.1.8 **Employment Equity Act, No 55 of 1998:**

Section 26 and the General Administrative Regulations, 2009, Regulation 3(2) requires a retention period of 3 years for the documents mentioned below:

- Records in respect of the company's workforce, employment equity plan and other records relevant to compliance with the Act;

Section 21 and Regulations 4(10) and (11) require a retention period of 3 years for the report which is sent to the Director General as indicated in the Act.

4.1.9 **Labour Relations Act, No 66 of 1995:**

4.1.10 **Sections 53(4), 98(4) and 99 require a retention period of 3 years for the documents mentioned below:**

- The Bargaining Council must retain books of account, supporting vouchers, income and expenditure statements, balance sheets, auditor's reports and minutes of the meetings;
- Registered Trade Unions and registered employer's organizations must retain books of account, supporting vouchers, records of subscriptions or levies paid by its members, income and

expenditure statements, balance sheets, auditor's reports and minutes of the meetings;

- Registered Trade Unions and employer's organizations must retain the ballot papers;
- Records to be retained by the employer are the collective agreements and arbitration awards.

Sections 99, 205(3), Schedule 8 of Section 5 and Schedule 3 of Section 8(a) require an indefinite retention period for the documents mentioned below:

- Registered Trade Unions and registered employer's organizations must retain a list of its members;
- An employer must retain prescribed details of any strike, lock-out or protest action involving its employees;
- Records of each employee specifying the nature of any disciplinary transgressions, the actions taken by the employer and the reasons for the actions;
- The Commission must retain books of accounts, records of income and expenditure, assets and liabilities.

4.1.11 **Unemployment Insurance Act, No 63 of 2002:**

The Unemployment Insurance Act, applies to all employees and employers except:

- Workers working less than 24 hours per month;
- Learners;
- Public servants;
- Foreigners working on a contract basis;
- Workers who get a monthly State (old age) pension;
- Workers who only earn commission.

Section 56(2)(c) requires a retention period of 5 years, from the date of submission, for the documents mentioned below:

- Employers must retain personal records of each of their current employees in terms of their names, identification number, monthly remuneration and address where the employee is employed.

4.1.12 **Tax Administration Act, No 28 of 2011:**

Section 29 of the Tax Administration Act, states that records of documents must be retained to:

- Enable a person to observe the requirements of the Act;

- Are specifically required under a Tax Act by the Commissioner by the public notice;
- Will enable SARS to be satisfied that the person has observed these requirements.

Section 29(3)(a) requires a retention period of 5 years, from the date of submission for taxpayers that have submitted a return and an indefinite retention period, until the return is submitted, then a 5-year period applies for taxpayers who were meant to submit a return, but have not.

Section 29(3)(b) requires a retention period of 5 years from the end of the relevant tax period for taxpayers who were not required to submit a return but had capital gains/losses or engaged in any other activity that is subject to tax or would be subject to tax but for the application of a threshold or exemption.

Section 32(a) and (b) require a retention period of 5 years but records must be retained until the audit is concluded or the assessment or decision becomes final, for documents indicating that a person has been notified or is aware that the records are subject to an audit or investigation and the person who has lodged an objection or appeal against an assessment or decision under the TAA.

4.1.13 Income Tax Act, No 58 of 1962:

Schedule 4, paragraph 14(1)(a) -(d) of the Income Tax Act requires a retention period of 5 years from the date of submission for documents pertaining to each employee that the employer shall keep:

- Amount of remuneration paid or due by him to the employee;
- The amount of employee's tax deducted or withheld from the remuneration paid or due;
- The income tax reference number of that employee;
- Any further prescribed information;
- Employer Reconciliation return.

Schedule 6, paragraph 14(a)-(d) requires a retention period of 5 years from the date of submission or 5 years from the end of the relevant tax year, depending on the type of transaction for documents pertaining to:

- Amounts received by that registered micro business during a year of assessment;
- Dividends declared by that registered micro business during a year of assessment;
- Each asset as at the end of a year of assessment with cost price of more than R 10 000;
- Each liability as at the end of a year of assessment that exceeded R 10 000.

4.1.14 Value Added Tax Act, No 89 of 1991:

Section 15(9), 16(2) and 55(1)(a) of the Value Added Tax Act and Interpretation Note 31, 30 March requires a retention period of 5 years from the date of submission of the return for the documents mentioned below:

- Where a vendor's basis of accounting is changed the vendor shall prepare lists of debtors and creditors showing the amounts owing to the creditors at the end of the tax period immediately preceding the changeover period;
- Importation of goods, bill of entry, other documents prescribed by the Custom and Excise Act and proof that the VAT charge has been paid to SARS;
- Vendors are obliged to retain records of all goods and services, rate of tax applicable to the supply, list of suppliers or agents, invoices and tax invoices, credit and debit notes, bank statements, deposit slips, stock lists and paid cheques;
- Documentary proof substantiating the zero rating of supplies;
- Where a tax invoice, credit or debit note, has been issued in relation to a supply by an agent or a bill of entry as described in the Customs and Excise Act, the agent shall maintain sufficient records to enable

the name, address and VAT registration number of the principal to be ascertained.

4.2 ELECTRONIC STORAGE

4.2.1 The internal procedure requires that electronic storage of information be maintained on atWork Internet Software Solutions, a Customer Relationship Management System (CRM).

4.2.1 Scanned documents: If documents are scanned, the hard copy must be retained for as long as the information is used or for 1 year after the date of scanning, with the exception of documents pertaining to personnel. Any document containing information on the written particulars of an employee, including: employee's name and occupation, time worked by each employee, remuneration and date of birth of an employee under the age of 18 years; must be retained for a period of 3 years after termination of employment.

4.2.2 Section 51 of the Electronic Communications Act No 25 of 2005 requires that personal information and the purpose for which the data was collected must be kept by the person who electronically requests, collects, collates, processes or stores the information and a record of any third

party to whom the information was disclosed must be retained for a period of 1 year or for as long as the information is used. It is also required that all personal information which has become obsolete must be destroyed.

5. DESTRUCTION OF DOCUMENTS

5.1 Documents may be destroyed after the termination of the retention period specified by the applicable legislation. Registration will request departments to attend to the destruction of their documents and these requests shall be attended to as soon as possible.

5.2 All staff members are responsible for attending to the destruction of documents, which must be done on a regular basis. Files must be checked in order to make sure that they may be destroyed and also to ascertain if there are important original documents in the file. Original documents must be returned to the holder thereof, failing which, they should be retained by the Salvo pending such return.

5.3 Documents are shredded before disposal. This also helps to ensure the confidentiality of information.

5.4 Documents may also be stored off-site, in storage facilities approved by the Company.

6. SOURCES

6.1 Companies Act, 61/1973;

6.2 Income Tax Act, 58/1962;

6.3 Financial Intelligence Centre Act, 38/2001; ECTA, 25/2002;

6.4 RICA, 70/2002;

6.5 Basic Conditions of Employment Act, 75/1997;

6.7 Unemployment Insurance Act, 63/2001;

6.6 Unemployment Insurance Contributions Act, 4/2002;

6.7 National Credit Act, 34/2005;

6.8 Compensation for Occupational Injuries & Diseases Act, 130/1993;

6.9 Employment Equity Act, 55/1998;

6.10 Labour Relations Act, 66/1995;

6.11 POPI ACT, 4/2013;



7.15 FAIS ACT 37/2002;

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