

# Privacy Policy

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## Introduction

- This Privacy Statement applies only to the specific webpages of Insurance Publications CC / FANEWS at www.fanews.co.za. Such webpages only are referred to below as “this Website”.
- Insurance Publications CC is a close corporation under the laws of South Africa.
- Insurance Publications / FANEWS is committed to safeguarding the privacy of visitors to our website.
- This Privacy Policy explains how we collect, use, and protect your personal information relating to this Website. This policy may be updated from time to time.
- We recognise the importance of protecting your privacy in respect of your personal information (as defined in the Protection of Personal Information Act 4 of 2013, ("POPI")) collected by us when you use this website.
- By using this Website, you are agreeing to the use of your information as described in this Privacy Policy.
- You are not required to provide any personal information on the public areas of this website. However, you may choose to do so by completing the application forms or similar sections of our website, relating to careers; publications and newsletter subscriptions; queries relating to our products and services or regarding this Privacy Policy.
- This Privacy Policy attempts to balance our legitimate business interests and your reasonable expectation of privacy. Accordingly, we will take appropriate and reasonable technical and organisational steps to prevent unauthorised access to, or disclosure of your personal information.
- By continuing to use this website you agree that we may "collect, collate, process and/or store" your personal information (as defined in POPI) ("process") for, the purposes set out in this Policy including providing you with access to the website and the website content.
- Where there are reasonable grounds to believe that your personal information has been accessed or acquired by any unauthorised person, we will notify the relevant regulator and you, unless a public body responsible for detection, prevention or investigation of offences or the relevant regulator informs us that notifying you will impede a criminal investigation.

## What types of personal information do we process?

- The types of personal information that we may process includes (amongst other things) your name and surname, identity or passport numbers, e-mail and physical addresses, postal address, contact information, information relating to your occupation and the pages of the website viewed by you.

- We will limit the types of personal information we process to only that to which you consent, and which is necessary for our legitimate business interests.

## When will we process your personal information?

- Personal information may be processed when you capture your information on our website (for example subscribing or registering on our website; submitting queries on our website; or applying for employment using our website) or when you browse the website.
- You acknowledge that all personal information processed by us may be stored by us and used for purposes specified in this Privacy Policy.

## How do we use your personal information?

- We will only use the information you provide to us for the specified purpose.
- We will not retain your information longer than is necessary to achieve the purpose for which the information was collected and processed unless we are required to do so by law or there is a lawful basis to retain your information for a longer period.

## Sharing of your personal information

- We may disclose your personal information to the different companies making up our organisation.
- We may disclose your personal information to our third-party service providers where this is deemed necessary by us.
- We may disclose your personal information to government and law enforcement agencies, where the law requires that we disclose your personal information to a party, and where we have reason to believe that a disclosure of personal information is necessary to identify, contact or bring legal action against a party who may be in breach of the Privacy Policy or may be causing injury to or interference with (either intentionally or unintentionally) our rights or property, other users, or anyone else that could be harmed by such activities.
- Once your information has been de-identified, (ie delete any information that identifies you), your personal information may be shared under the following circumstances:
  - To our agents, advisers, service providers and suppliers (our SEO agency, creative, brand, digital and media agencies, and other research agents).
  - To monitor web traffic: web servers serving the website automatically collect information about pages you visit. This information is used for internal review, to tailor information to individual visitors and for traffic audits.
  - For statistics purposes: we may perform statistical analyses in order to measure interest in the various areas of the website (for product development purposes).

## Use of cookies

- Cookies are pieces of information a website transfers to a user's hard drive for record-keeping purposes. Cookies make surfing the web easier for you by saving your preferences and tracking your online habits, traffic patterns, and making sure you do not see the same advertisement too often. The use of cookies is an industry standard.

- We may place a cookie on your browser to store and sometimes track the information referred to above.
- While most browsers are initially set up to accept cookies, you can reset your browser to refuse all cookies or indicate when a cookie is being sent.
- Our website may also utilise remarketing (or similar audiences), allowing us to show ads to users who have previously visited the Website as they browse the internet. Through this we can provide users with relevant advertisements and offers across the internet. When you visit different pages, your cookie identity may be added to the remarketing list.

## Log information and IP address

- An Internet Protocol (IP) address is a number that is automatically assigned to a computer whenever it is connected to the Internet. We may log IP addresses, browser type and language, access times, preferences, location of computers and referring websites.
- We may collect IP addresses for the purposes of system administration and to audit the use of the website. We do not link IP addresses to personal information unless it becomes necessary to enforce compliance with the Privacy Policy or to protect our website or its users.

## Your information on social media platforms

- Our organisation may have social media pages. When you communicate with us through our pages (for example, when you post a comment, upload media, send a personal message or become a fan of us by clicking a "Like" button) we may receive personal information about you (such as your (user) name, profile photo, your hometown, your email address and/or your gender). The manner in which your personal information is used will be described in the applicable social media platform's privacy policy. You should read that privacy policy together with this Privacy Policy.
- If you share our website or website content on social media (such as Facebook or Twitter) your personal information (e.g., your name and the fact that you are interested in anything advertised or displayed on the website) may be visible to the visitors of your personal webpage on social media. Our organisation is not responsible for the processing of personal information or the privacy policy/ies of such social media website/s. This Privacy Policy is therefore not applicable to such social media website/s.
- If you disclose your personal information to a third party, we will not be liable for any loss or damage, howsoever arising (whether direct, indirect, or consequential), suffered by you as a result of the disclosure of your personal information to such third parties.

## Links to other sites

- When you are using the website, you could be directed to other sites that are beyond our control. We are not responsible for the content or the privacy policies of those third-party websites.

## Opting out / objecting

- If you currently receive marketing information from us which you would prefer not to receive in the future, please email our Information Officer at: [michelle@fanews.co.za](mailto:michelle@fanews.co.za)

## Your privacy rights

- You have the right to request that we correct, destroy, or delete any of your personal information that we have processed in accordance with this policy. The personal information that you may request us to correct, destroy or delete is personal information that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, obtained unlawfully or that we are no longer authorised to retain.
- You have the right to withdraw your consent for us to process your personal information at any time. The withdrawal of your consent can only be made by you on condition that:
  - The withdrawal of your consent does not affect the processing of your personal information before the withdrawal of your consent; or
  - The withdrawal of your consent does not affect the processing of your personal information if the processing complies with an obligation imposed by law on us; or
  - The withdrawal of your consent does not affect the processing of your personal information where such processing is necessary for the proper performance of a public law duty by a public body; or
  - The withdrawal of your consent does not affect the processing of your personal information as required to finalise the performance of a contract in which you are a party; or
  - The withdrawal of your consent does not affect the processing of your personal information as required to protect your legitimate interests or our own legitimate interests or the legitimate interests of a third party to whom the information is supplied.
- You have the right not to have your personal information processed for purposes of direct marketing by means of unsolicited electronic communications.
- You have the right not to be subjected to a decision which is based solely on automated processing of your personal information intended to provide a profile of you.
- You have the right to submit a complaint to the Information Regulator regarding an alleged interference with the protection of personal information processed in accordance with this policy.
- You have the right to institute civil proceedings regarding an alleged interference with the protection of your personal information processed in accordance with this policy.

## Contact Information

- If you have any questions in relation to this Privacy Policy, please contact our Information Officer at: [michelle@fanews.co.za](mailto:michelle@fanews.co.za)

## POPIA Information Regulator

- Any additional information or concerns can be found and raised with the Information Regulator, who can be contacted as below, but please feel free to contact us first to discuss any questions or concerns you may have.

Website: <https://www.justice.gov.za/infoereg/>

Tel: 012 406 4818

Email: [infoereg@justice.gov.za](mailto:infoereg@justice.gov.za)