



METOPE PRIVACY NOTICE

General Principles:

Metope Investment Managers is subject to the Protection of Personal Information Act, No. 4 of 2013 (“POPIA”), which came into effect on 1 July 2020. This Privacy Notice gives details of the information that we collect from you when you use our website (www.metopegroup.com). The policy also provides you with information about why and how we use your data, and about the rights you have over your data. By using any part of the website or providing personal information to Metope Investment Managers (Pty) Ltd, you acknowledge the processing of your personal information as set out in this Policy.

What information do we collect?

We collect the following information on our website:

- Your name
- Company that you work for
- Contact information including an email address

What do we do with the information collected?

When You Submit An Enquiry via our Website

When you submit an enquiry via the ‘Contact Us’ sections of our website, you supply us with your name, your email address, company name (optional) and the detail of your enquiry.

We use this information to respond to your query, which includes providing you with any requested information about our products. We may also email you several times after your enquiry in order to follow up on your interest and ensure that we have answered it to your satisfaction.

When Completing our Online Forms

You can download and complete our Unit Trust Application Forms on our website. Once you have completed the forms and attached supporting documents, you send them directly to Prescient Management Company (Pty) Ltd. Alternatively, you may send us the forms and documents and we will forward these to Prescient.

All supply of information on the website by the data subject is completely voluntary and there is no consequences of failure to provide such information. There is no law authorising or requiring the collection of this information. The information collected will not be transferred to a third country or any international organisation.

Rights of Data Subject:

You have the following rights in relation to your Personal Information:

- Request that we confirm, free of charge, whether or not we hold personal information about you;
- Right of access to information collected- you may make a written request for details of your personal information and a copy of that personal information (please complete **Annexure A**);
- Right to rectification- you have the right to have inaccurate information about you corrected or removed;
- Right to object to the processing of personal information- you have the right to object to processing of your information for purposes of unsolicited electronic communication. (please complete **Annexure B**);

Metope Investment Managers (Pty) Ltd

Registration No: 2004/035077/07

Directors: Liliane Barnard, Aimee Glisson

Moorings 4, Portswood Ridge, Portswood Road, V&A Waterfront, 8001, PO Box 51316, Waterfront, 8002

Tel: +27 (0)21 418 3760 Fax: +27 (0)21 418 3530

Web: www.metopegroup.com

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- Right to lodge a complaint to the Information Regulator.
If you have a complaint about our use of your information, please contact us directly so that we can address your complaint. (please complete **Annexure B**)
Please also refer to the Metope's Complaint Policy (find on our website) for more information.

Should you not be satisfied with the outcome, you also have the right to lodge a complaint regarding the processing of your personal information with the Information Regulator.

You can direct a complaint to the Office of the Information Regulator, South Africa at:

Physical Address:

Adv Pansy Tlakula
JD House, 27 Stiemens Street,
Braamfontein,
Johannesburg, 2001.

Postal Address:

P.O Box 31533,
Braamfontein,
Johannesburg,
2017

Email general – infoereg@justice.gov.za

Complaints – complaints.IR@justice.gov.za

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

ANNEXURE A:

PERSONAL INFORMATION REQUEST FORM

Please submit the completed form to the Information Officer:

Name

Contact Number

Email Address:

Please be aware that we may require you to provide proof of identification prior to processing your request.
There may also be a reasonable charge for providing copies of the information requested.

A. Particulars of Data Subject

Name & Surname

Identity Number:

Postal Address:

Contact Number:

Email Address:

B. Request

I request the organisation to:

(a) Inform me whether it holds any of my personal information

(b) Provide me with a record or description of my personal information

(c) Correct or update my personal information

(d) Destroy or delete a record of my personal information

C. Instructions

D. Signature Page

Signature

Date

ANNEXURE B:

POPI COMPLAINT FORM

We are committed to safeguarding your privacy and the confidentiality of your personal information and are bound by the Protection of Personal Information Act.

Please submit your complaint to the Information Officer:

Name	
Contact Number	
Email Address:	

Where we are unable to resolve your complaint, to your satisfaction you have the right to complaint to the Information Regulator.

The Information Regulator: Adv Pansy Tlakula

Physical Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

Email: complaints.IR@justice.gov.za

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

A. Particulars of Complainant

Name & Surname	
Identity Number:	
Postal Address:	
Contact Number:	
Email Address:	

B. Details of Complaint

C. Desired Outcome

D. Signature Page

Signature:
Date