

A: GENERAL INFORMATION

Coronation Fund Managers Ltd has prepared this Privacy Statement for and on behalf of the Coronation Group of companies (“Coronation Group”). Where we say “Coronation”, “we” or “us” we mean any relevant Coronation Group entity. In this Statement we outline how we collect, process, and use your personal information (“PI”), and your rights in relation to that information.

Coronation needs to collect and process your PI in order to process your application. We are also required to obtain certain PI from you in terms of the law.

B: WHAT TYPES OF PI DO WE COLLECT, USE AND PROCESS?

1. Your name and contact details
2. Your nationality, gender, marital status, ID/passport/other identification numbers, visa information and tax reference number
3. Your birth date and place
4. Your beneficiary and next of kin details
5. Your medical aid data, pension, and retirement fund data
6. Information relating to your education and employment history & benefits
7. Background check information (including reference/work/education checks)
8. Information from recruitment agencies and information collected during the interview process
9. Other data included in your application form and CV

We also collect, use and process certain special personal information (“SPI”) about you:

10. Race or ethnicity data
11. Credit & Criminal records data
12. Health and medical data (including disability information)

The PI we request is mandatory unless otherwise indicated. If you don’t supply us with the PI, we may not be able to process your application. Coronation will use your PI for recruitment purposes only and, should your application be successful, for purposes connected with your employment.

C: WHERE DO WE GET YOUR PI FROM?

We collect your PI directly from you through this website or via other channels. We may also obtain PI from third parties such as referees, recruitment agents, social media platforms, other public records and providers that supply us with background checks. We also collect information on your use of our website using “Cookies”.

D: IS IT LAWFUL FOR US TO PROCESS YOUR PI?

We only collect, use, and process your PI if we have a lawful basis for doing so. We will only process your SPI provided to us, with your explicit consent or in limited lawful circumstances provided for in the Protection of Personal Information Act, 4 of 2013 (“POPIA”).



E: WHY DO WE NEED YOUR PI?

We need to collect, use, and process your PI and SPI for the reasons set out below:

1. Providing you with access to our online platform
2. Processing and administering your application (including your job offer if your application is successful)
3. Assessing your eligibility for the role you have applied for (including running background checks)
4. Complying with applicable laws/regulations or industry codes, and policies and responding to requests from regulatory or other authorities
5. Communicating with you and third parties
6. Complying with operational and corporate responsibilities (including audit and record retention requirements, diversity and transformation monitoring)

Should your application be successful, we will also process your PI for employment related purposes.

F: WHO DO WE SHARE YOUR PI WITH?

Depending on the circumstances, we may need to share your PI with, inter alia:

1. Entities within the Coronation Group (including foreign entities)
2. Third parties such as: professional advisors, benefits providers, training providers and their agents or associated parties
3. Third parties who provide a service to Coronation for the functioning of our business, or as instructed by you
4. Any person that we may be required to share your PI with by law, regulation, or contract

G: DO WE SEND YOUR PI OUTSIDE OF SOUTH AFRICA?

Coronation may transfer your PI outside of South Africa but will do so only in accordance with the requirements of POPIA. Steps are taken to ensure that third parties which we use are bound by laws, corporate rules or binding agreements that provide an adequate level of protection for your PI.

H: HOW DO WE PROTECT YOUR PI?

Coronation is required to provide adequate protection for the PI we process. We employ various measures to protect the confidentiality, integrity and availability of information and review the adequacy of these measures on an ongoing basis.

I: HOW LONG DO WE KEEP YOUR PI FOR?

We will retain your PI for as long as you have a profile on the system. Should you want to be removed from our records, you can delete your profile. If you have applications linked to your profile, you may deactivate your profile and you will not appear in any talent searches.

You may also request that we return to you or delete all our records of your PI. Note that we may decline the request to return or delete the PI from our records if there is a contractual or legal obligation or other lawful reason to retain the PI or if it has been sufficiently de-identified. In such circumstances, we shall continue to safeguard and maintain the confidentiality of your PI. Should we not receive any request from you to return or destroy your PI, then we shall retain the PI in accordance with our internal retention policies for as long as we consider appropriate in our discretion or for so long as is reasonably required for any lawful purpose related to our functions or activities, provided that we then continue to comply with our obligations relating to the processing and safeguarding of such PI (and you hereby confirm your instruction and consent to Coronation to retain the PI on this basis).



J: WHAT ARE YOUR RIGHTS?

You have rights regarding your PI afforded to you by law. These rights are not without limitation and there may be circumstances where you won't be able to exercise these rights. Where applicable you have the right to:

1. Request the correction of your PI held by Coronation.
2. Object to the processing of your PI or withdraw consent once given to Coronation. Coronation will advise you of the consequences of that objection/withdrawal. Coronation might not be able to give effect to an objection/withdrawal if the processing of the PI was and is permitted by law, you provided consent to the processing, and our processing was already conducted in line with your consent or the processing is necessary to perform contractual/legal obligations.
3. Request information on which of your PI is / has been collected and information on the identity of all third parties or categories of third parties who have / have had access to it (subject to any legal or regulatory obligations preventing us from providing the information to you).

You also have the right to lodge a complaint with the Information Regulator if you think that we have infringed upon any of your rights.

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

Email Address (general enquiries):
infoereg@justice.gov.za

Email Address (Complaints):
complaints.IR@justice.gov.za

K: STATEMENT UPDATES:

This Privacy Statement is in addition to any other terms and conditions applicable to the Website and we reserve the right, at our discretion, to modify this Privacy Statement at any time.

L: CORONATION CONTACT DETAILS

Coronation Fund Managers Ltd

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