



# **IKON INSURANCE BROKERS C.C.**

REG NUMBER: 2007/024582/23

**FSP/ LICENCE NR 30771**

**Tel 011-743-2252**

**116 Middle Road**

**Rand Colleries**

**Brakpan**

**1541**

## **IMPORTANT INFORMATION:**

IKON INSURANCE BROKERS Privacy Notice

### **Introduction:**

This Notice explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act ("POPIA").

IKON INSURANCE BROKERS, [www.ikonbrokers.co.za](http://www.ikonbrokers.co.za), is committed to protecting your privacy and to ensure that you're personal information is collected and used properly, lawfully and transparently.

### **Who we are:**

Ikon Insurance Brokers was established in 2001. Ikon Insurance Brokers is an authorized financial service provider and specialize in the following: Short Term Insurance - Personal Lines, Short Term Insurance – Personal Lines A1, Buildings, and Household. Ikon Insurance Brokers offers the following additional products: CARTRACK/NETSTAR/MATRIX/TRACKER/CAR HIRE AND CREDIT SHORTFALL. Ikon Insurance Brokers are approved Brokers of NEDBANK/WESBANK/STANNIC/MFC/BMW/ SA Motorloans/TFS and IEMAS. Ikon Insurance. Brokers are authorized to provide advice and intermediary services.

### **The type of personal information we collect:**

We currently collect and process the following information:

- Initials and Surname, Full ID Number, Marital Status, Credit check permission, Contact details(Cellphone/Home and Work), E-mail address, Residential address, Previous claim and insurance history, Full vehicle details, Drivers Licence 1<sup>st</sup> issue date and code of Drivers Licence and overnight parking(Locked garage or Locked gates/carport).

We collect and process your personal information mainly to contact you for the purposes of understanding your requirements, and delivering services accordingly. For this purpose we will collect contact details including your name and organisation.

We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

Website usage information may be collected using "cookies" which allows us to collect standard internet visitor usage information.

### **How we get the personal information and what we use it for:**

Most of the personal information we process is provided to us directly by you for one of the following reasons: We will use your personal information only for the purposes for which it was collected and agreed with you. In addition, where necessary your information may be retained for legal or user experience optimisation purposes, enabling us to provide you with an enhanced shopping experience at Ikon Insurance Brokers.

To gather contact information;  
To confirm and verify your identity or to verify that you are an authorised user for security purposes;  
For the detection and prevention of fraud, crime, money laundering or other malpractice;  
To conduct market or customer satisfaction research or for statistical analysis;  
For audit and record keeping purposes;  
In connection with legal proceedings.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Car Dealer, Referrals, Family Members and Friends, Social Media and Insurance companies

We use the information that you have given us in order to:

- Service a delivery or products to you

We may share this information with:

- Insurance Companies: SAU/FSP/AUTO&GEN/FFW/UNITY/MIWAY/KING PRICE/HOLLARD/RENASA/ABSA/STD BANK.
- TRACKER/CARTRACK/NETSTAR/MATRIX
- FINANCE BANKS

We may disclose your personal information to our service providers who are involved in the delivery of products or services to you. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

Where we have a duty or a right to disclose in terms of law or industry codes;

Where we believe it is necessary to protect our rights.

#### **When will we process your personal information?**

In terms of the Protection of Personal Information Act (POPIA), the justification ground which we base our processing on consists out of the following:

- The data subject or a competent person where the data subject is a child **consents** to the processing. Kindly note that you have the right to withdraw your consent;
  - The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
  - The processing complies with an **obligation** imposed by law on the business;
  - The processing protects a **legitimate** interest of the data subject;
  - The processing is necessary for the proper performance of a **public law** duty by the business;
- Or
- The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

#### **How we store your personal information:**

Your information is securely stored:

We keep your information Server Based/ Yealink Cloud as per our Data Retention Policy. We will then dispose your information as per Data Destruction Policy.

#### **Your data protection rights:**

- You are entitled to access your personal data by sending a written request to Ikon Insurance Broker @ [Isabel@ikonbrokers.co.za](mailto:Isabel@ikonbrokers.co.za). We may charge you a fee for this service as set out in terms of Condition 8 of POPIA.

- You may also request Ikon Insurance Brokers to correct or supplement any of your personal data which Ikon Insurance Brokers will undertake as soon as practicable.
- Request the destruction of your personal data. Ikon Insurance Brokers will consider your request in light of any other laws or regulations prohibiting Ikon Insurance Brokers from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at: [Isabel@ikonbrokers](mailto:Isabel@ikonbrokers), if you wish to make a request.

**Contact details:**

Name: Isabel Vorster  
Address: 116 Middle Road, Rand Colleries, Brakpan, 1541  
Phone Number: 011 743 2252  
E-mail: [Isabel@ikonbrokers.co.za](mailto:Isabel@ikonbrokers.co.za)

**How to complain:**

If you have any concerns about our use of your personal information, you can make a complaint to us at: [Isabel@ikonbrokers.co.za](mailto:Isabel@ikonbrokers.co.za)

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

**Their contact details are as follows:**

**The Information Regulator (South Africa)**

33 Hoofd Street  
Forum III, 3rd Floor Braampark  
P.O Box 31533  
Braamfontein, Johannesburg, 2017

**Complaints email:** [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)