



Dear Resident/Potential Resident,

**RE: POPIA NOTICE AND CONSENT TO PROCESS YOUR PERSONAL INFORMATION**

As a Resident or potential Resident to our organisation, we currently hold or will hold your personal information supplied by yourselves to our organisation.

We understand that your personal information is important to you and that you may be apprehensive about disclosing it. Your privacy is just as important to us and we are committed to safeguarding and processing your information in a lawful manner.

We also want to make sure that you understand how and for what purpose we process your information. If for any reason you think that your information is not processed in a correct manner, or that your information is being used for a purpose other than that for what it was originally intended, you can contact our Information Officer.

You can request access to the information we hold about you at any time and if you think that we have outdated information, please request us to update or correct it.

Our Information Officer's Contact Details are available from the Village Admin office.

Purpose for Processing your Information

We collect, hold, use and disclose your personal information mainly to provide you with access as a resident to our premises. We will only process your information for a purpose you would reasonably expect, including:

- Providing you with advice on what services we can offer you that suit your needs as requested or as prescribed by ourselves;
- To process your personal information so as to take care of you on our premises;
- To verify your identity and to conduct credit reference searches (if necessary);
- To correspond with you;
- To confirm, verify and update your details;
- To comply with any legal and regulatory requirements;

Some of your information that we hold may include, your first and last name, email address, other contact information, your title, birth date, gender, identity number and your banking details.

All personal information will be held securely and whenever we sub-contract or outsource other organisations to process any of your personal information on our behalf, we will bind these service providers by way of a Data Operator Agreement as far as this may be required.

Kind regards,

\_\_\_\_\_  
Danie le Roux  
Information Officer  
Methodist Homes Head Office



Methodist Homes

Providing affordable, secure and caring accommodation and services to the elderly

**Consent to Disclose and Share your Personal Information Form**

I the undersigned \_\_\_\_\_ (insert full name and surname) hereby give my written consent to Methodist Homes for the Aged NPC (“**Methodist Homes**”) for my personal information to be collected and processed by Methodist Homes, for necessary processes within Methodist Homes which includes the provision of my care and residency within the home in which I will reside, which may also include internal administrative processing within Methodist Homes.

I also consent to my personal information being further processed for institutional research and for Government department’s information requests.

I also consent to my personal information being processed by third parties rendering database management support to the Methodist Home group. Where Methodist Homes shares my personal information with third parties, I understand that the Methodist Homes will take precautions to ensure that such third party will treat my personal information with the same level of protection as required by Methodist Homes.

I understand that in terms of POPIA, there are instances where my express consent is not necessary to permit the processing of my personal information, which may be related to various situations contemplated in POPIA.

I will not hold the Methodist home liable for any improper or unauthorized use of personal information that is beyond its reasonable control.

This consent is valid from date of signature up until cancellation of any application, subject to me residing at Methodist Homes or the retraction of my consent by me in writing to the Methodist homes at any point in time

I confirm that I have read the application, understand its contents and that I have signed this consent freely and voluntarily.

Name and surname \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_