



POPIA Consent Form

Fit and Compliant Consulting

This Consent Form is issued in accordance with the **Protection of Personal Information Act, 4 of 2013 (POPIA)** and applies to all clients, learners, and representatives who engage with **Fit and Compliant Consulting**.

1. Responsible Party

Business Name: Fit and Compliant Consulting

Nature of Business: Independent consulting and coordination services within the financial services industry

Fit and Compliant Consulting acts as an **independent support and coordination service** and is not an education provider, compliance officer, or regulatory authority.

2. Purpose of Collecting Personal Information

Personal information is collected, processed, and stored for the purpose of:
Assessing FSCA Fit and Proper requirements applicable to the data subject
Coordinating and supporting compliance with RE5, Class of Business (COB), FAIS-related NQF qualifications, and CPD requirements

Facilitating enrolment and communication with **SAQA-approved, FSCA-aligned accredited education providers**

Managing timelines aligned to Date of First Appointment (DOFA)

Providing progress tracking, record-keeping support, and client communication

Responding to queries and providing ongoing student or representative support

3. Categories of Personal Information Collected

The information collected may include, but is not limited to:

Full name and surname

Identity number or passport number

Contact details (telephone number, email address)

Employment and FSP-related information

Date of First Appointment (DOFA)

Compliance-related information (RE5 status, COB status, NQF qualification details, CPD records)

Correspondence and records related to support services

4. Lawful Processing and Consent

Personal information is processed lawfully, fairly, and transparently in accordance with POPIA.

By signing this form, the data subject:

Confirms that the information provided is accurate and complete

Provides **voluntary, specific, and informed consent** for Fit and Compliant

Consulting to process personal information for the purposes outlined above

Acknowledges that personal information may be shared with relevant accredited education providers strictly where required to fulfil the agreed services

5. Sharing of Personal Information

Personal information may be shared with:

SAQA-approved, FSCA-aligned accredited education providers

Service providers or partners involved in the delivery of agreed coordination and support services

Fit and Compliant Consulting will **not sell, rent, or unlawfully disclose** personal information to third parties.

6. Data Security and Retention

Fit and Compliant Consulting takes reasonable technical and organisational measures to safeguard personal information against loss, misuse, unauthorised access, or disclosure.

Personal information will be retained only for as long as necessary to fulfil the

purposes for which it was collected or as required by law.

7. Rights of the Data Subject

In terms of POPIA, the data subject has the right to:

Request access to personal information held

Request correction or deletion of personal information

Object to the processing of personal information

Withdraw consent at any time (subject to legal or contractual obligations)

Lodge a complaint with the Information Regulator of South Africa

8. Withdrawal of Consent

Consent may be withdrawn by submitting a written request to Fit and Compliant Consulting. Withdrawal of consent may affect the ability to continue providing coordination and support services.

9. Acknowledgement and Consent

I, the undersigned, hereby confirm that:

I have read and understood this POPIA Consent Form

I consent to the processing of my personal information by Fit and Compliant Consulting for the purposes stated above

I understand that Fit and Compliant Consulting is not an education provider or compliance officer

Full Name: _____

ID / Passport Number: _____

Signature: _____

Date: _____

This consent form has been adapted for the operational needs of Fit and Compliant Consulting and aligns with the Protection of Personal Information Act (POPIA).