



Rachelle Strydom Attorneys

Address: 65 6<sup>th</sup> Avenue, Fontainebleau, Randburg

Cell: 076 479 2068

Email: [rachelles@rstrydomattorneys.co.za](mailto:rachelles@rstrydomattorneys.co.za)

## RACHELLE STRYDOM ATTORNEYS PRIVACY POLICY

Rachelle Strydom Attorneys (hereinafter *the Firm*) services, including, but not limited to, our website and other interactive properties through which our services are delivered, are owned, operated and distributed by the Firm. This Privacy Policy outlines the personal information that we may collect, how we use and safeguard the information and with whom we may share it.

We encourage our clients, agencies, visitors, business associates and any other interested parties, to read this Privacy Policy. This Privacy Policy is applicable to everybody who interacts with the Firm.

By accepting our quote or our Mandate and Fee agreement or by using our services in any form and submitting personal information to us, you acknowledge that you understand and agree to be bound by the Privacy Policy. You further agree that the Firm may collect, process, transfer, use and disclose your personal information as described in this Privacy Policy. If you accept our quote or agree to our Mandate and Fee agreement, you further agree to the Terms and Conditions of our services.

If you are situated outside the Republic of South Africa and accept our service agreement, please note that your personal information will be transferred to the Republic of South Africa and will be protected by laws that are as stringent as the POPI Act.

### 1. WHAT PERSONAL INFORMATION IS COLLECTED?

Personal information, as described in Section 1 of the Protection of Personal Information Act 4 of 2013 (hereinafter *POPIA*):

**personal information-** means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—

- (a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- (b) information relating to the education or the medical, financial, criminal or employment history of the person;
- (c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- (d) he biometric information of the person;
- (e) he personal opinions, views or preferences of the person;





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- (f) *correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;*
- (g) *he views or opinions of another individual about the person; and*
- (h) *the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person;*

The personal information that the Firm collects from our customers and suppliers, include the following:

- Name and contact information;
- Physical address and Identity number;
- Credit Information; and
- Billing information.

## **2. HOW DO WE COLLECT PERSONAL INFORMATION?**

We collect personal information directly from you, with your consent. You agree that you are aware of the personal information we are collecting and that you consent to the collection thereof.

Once you complete the *Contact us* form on our website, you are no longer anonymous to us and you agree that we collect and process this data for contacting purposes.

When you use our services, we request certain personal information in order to fulfil our obligations towards you. You will provide this personal information and therefore, give your consent that we collect and process the personal information for reasons set out below.

We will obtain your consent, before requesting personal information from third parties.

## **3. OUR PURPOSE OF COLLECTING PERSONAL INFORMATION:**

Subject to the terms of this Privacy Policy, we use the above categories of personal information for several purposes. Unless otherwise indicated, your personal information is used for any of the following reasons:

- To administer our legal services;
- To respond to client requests;





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- For quotes and invoices;
  - To communicate with you regarding the service you require from us, for example, updates on matters;
  - For any legal purpose;
  - For business purposes, such as internal auditing;
  - To send you solicitations, product announcements, sales and the like, if we feel it may be of interest to you (please note that you may opt-out of these marketing materials at any time); and
  - Management of employees and clients in general.

If we have to process your personal information for any other purpose than mentioned above, we will provide you with the new purpose as well as obtain your consent before we process your personal information.

#### **4. SHARING OF YOUR PERSONAL INFORMATION:**

We share your personal information with the our accountant for solely accounting purposes. We submit that our accountant agrees to protect the confidentiality of your personal information in a manner which is consistent with this Privacy Policy.

If you agree, in writing, we may provide any of the described categories of personal information to our employees, consultants, affiliates or other businesses or persons for the purpose of processing such information on our behalf in order to provide the service to you. In such circumstances, we require that these parties agree to protect the confidentiality of such information consistent with the terms of this Privacy Notice.

We will not share your personal information with other, third-party companies for their commercial or marketing use.

In addition, we may release personal information:





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- to the extent we have a good-faith belief that such action is necessary to comply with any applicable law;
  - to enforce any provision of the Terms of Service, protect ourselves against any liability, defend ourselves against any claims, protect the rights, property and personal safety of any customer or supplier;
  - to protect the public interest;
  - when disclosure is required to maintain the security and integrity of the Service, or to protect any user's security or the security of other persons, consistent with applicable laws;
  - to respond to a court order, subpoena, search warrant, or other legal process, to the extent permitted and as restricted by law; or
  - in the event that we go through a business transition, such as a merger, divestiture, acquisition, liquidation or sale of all or a portion of our assets.

#### **5. RETENTION AND DESTRUCTION OF YOUR DATA:**

We will retain your personal information only for as long as is necessary for the purposes set out in this Privacy Policy and for as long as we are legally obligated to. We will retain and use personal information to the extent necessary to comply with our legal obligations, resolve disputes and enforce our legal agreements and policies.

We will retain your data for a longer period in the following circumstances:

- It is authorised by law;
- It is required for lawful purposes related to our function or activities;
- It is required by a contract between the Firm and yourself; or
- It is retained for historical, statistical or research purposes.





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We will destroy, delete or de-identify your personal information, in such a manner that it cannot be reconstructed in an intelligible form and as soon as reasonably practicable, after we are no longer authorized to retain your personal information

#### **6. SECURITY MEASURES TAKEN BY THE FIRM:**

We submit that we have taken appropriate, reasonable technical and organizational measures to protect your personal information. We have complied with Section 19(2) of POPIA and we have established various safeguards against any risks identified.

We employ industry-standard and/or generally accepted security measures designed to secure the integrity and confidentiality of all information submitted to us. However, the security of information transmitted through the internet or via a mobile device can never be guaranteed. We are not responsible for any interception or interruption of any communications through the internet or for changes to or losses of data.

#### **7. ACCESS TO YOUR PERSONAL INFORMATION:**

Kindly refer to our PAIA manual on how to get access to your personal information. Our PAIA manual is available on our website and upon request.

#### **8. DIRECT MARKETING**

The Firm does not participate in direct marketing. We only use Facebook and our website for marketing purposes. Neither one of these means of marketing is seen as direct marketing. Should our stance in this regard change, we will update our Privacy Policy.

#### **9. INTERNATIONAL DATA TRANSFER**

We may transmit or transfer personal information outside of the country in which it was collected to a foreign country and process it in that country. Personal information may be stored on servers located outside the country in which it was collected, whose laws protecting personal information may not be as stringent as the laws in the country in which it was collected. We will ensure that proper protection laws are applicable in the country we transfer the data.





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## **10. CHANGES TO THE PRIVACY POLICY**

We reserve the right to modify this Privacy Policy from time to time in order that it accurately reflects the regulatory environment and our data collection principles. When material changes are made to this Privacy Policy, we will post the revised Policy on our website. This Privacy Policy was last modified as of 06 August 2021.

If you have any questions or comments about this Privacy Policy or the services provided by the Firm, please contact us at:

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