

POPIA COMPLIANCE STATEMENT

Protection of Personal Information Act (POPIA) Compliance

We are committed to safeguarding your personal information in accordance with the Protection of Personal Information Act 4 of 2013 ("POPIA"). This statement outlines how we collect, process, and protect your data.

1. Collection of Information

We collect personal information lawfully and reasonably where necessary to:

- Provide legal or advisory services
- Fulfil contractual obligations
- Comply with legal or regulatory requirements
- Improve our client experience

2. Types of Personal Information Collected

- Full names
- Contact details (email address, phone number)
- ID numbers or company registration numbers (where applicable)
- Address and location information
- Any other information voluntarily provided

3. Use of Information

Your information will be used for:

- Communication and correspondence
- Service delivery and legal representation
- Client records and administration
- Compliance with applicable laws

4. Security of Information

We implement appropriate security measures to protect your personal data from unauthorised access, alteration, or loss.

5. Sharing of Information

Your information will not be shared with third parties except:

- When legally required
- With service providers who assist us in operations (under confidentiality agreements)
- With your explicit consent

6. Your Rights

You have the right to:

- Access and correct your personal information
- Object to processing
- Lodge a complaint with the Information Regulator