



## **VAN RENSBURG INC ATTORNEYS POPI POLICY**

### **1. INTRODUCTION**

The POPI Act broadly requires businesses to **limit their use of personal data, get consent** before using it, and let **users withdraw their consent** later on.

Van Rensburg Inc. Attorneys (VR) recognises the importance of privacy and the protection of personal information provided to it and is committed to the safeguarding of such information.

This privacy policy explains how we at VR obtain, use and disclose your personal information, as is required by the Protection of Personal Information Act (“POPI”).

It contains information regarding the rights of natural and juristic persons to whom personal information relates (data subjects).

VR reserves the right to amend this privacy policy or add provisions to it at any time by publishing an updated version on its website.

### **2. The information we collect and how we collect it**

We collect personal information from data subjects in a number of ways including but not limited to:

- data subjects contact VR for services and/or request information;
- VR provides services to data subjects;
- Individuals apply for employment at VR;
- Website usage information is collected using “cookies” which allows us to collect standard internet visitor usage information. A website visitor may disable or decline cookies. However if the visitor does so, their user experience on the site may be diminished.

VR may collect personal information directly from a data subject or from third parties such as registries and government authorities, regulators and other legal practitioners firms.

When a data subject engages with the firm via our website or through our social media platforms, we will collect information that includes, but is not limited to: the data subject’s name, contact details and information regarding the matter in which they need assistance.

While engaging with the data subject on the services we render, VR will be exposed to and collect personal information which includes the data subject’s name, contact details, financial information as well as information regarding the data subject’s matter/inquiry/case.

As part of VR’s recruitment processes, we collect information from prospective Candidate Legal Practitioners and employment applicants. This information includes educational information as well as employment history. By enquiring and/or applying regarding

employment opportunities at VR, applicants are deemed to have provided their consent to VR processing their personal information for recruitment purposes, which may include screening as well as background and reference checks.

### **3. How we use your information**

We will use your personal information only for the purposes for which it was collected and agreed with you.

VR may process personal information for the following purposes, but not limited to:

- To provide services to clients;
- To comply with legal or regulatory obligations;
- If a data subject has provided their consent;
- If the processing is allowed by law.
- Marketing and promotion of VR's services;
- Providing and improving services to clients;
- Improving data subjects experience when utilising VR's websites;
- Communicating with data subjects for VR's internal purposes;
- Enabling VR's internal operations;
- To gather contact information;
- To confirm and verify your identity;
- For audit and record keeping purposes;
- In connection with legal proceedings.

### **4. Disclosure of personal information**

VR may disclose your personal information or release it to our service providers and third parties in certain circumstances. These include, but are not limited to:

- 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;
- In order for VR to provide services to its clients

The third parties to whom we disclose personal information include, but are not limited to:

- Advocates and other third parties involved in legal services;
- Third party service providers to VR or its clients;
- Third parties who provide research services to VR or its clients
- Government authorities and registries, organs of state, regulators, courts, tribunals and law enforcement agencies.

### **5. Personal Information Security**

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure in accordance with future legislation and technological advances.

Our security policies and procedures cover, but not limited to:

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

## **6. Access and Correction of your personal information**

- Data subjects have the right to ask us to access, update, correct or delete their personal information;
- VR may in certain circumstances, legally refuse or decline such requests;
- If applicable, a data subject may also have the right to object to VR's processing of their personal information or to file a complaint with the regulator;
- If a data subject wishes to exercise their rights, they can contact VR at the details provided below;
- Please note that VR may charge data subjects a legally allowable fee for accessing, correcting or deleting their personal information;
- Data subject are urged to contact VR in order to update their personal information as and when necessary.

## **7. Direct marketing**

VR may send marketing and promotional communications to data subjects. Recipients may opt out from receiving such communication by contacting VR at the details provided below or clicking on the opt-out link that will be included in the relevant communication.

## **8. Transfer of personal information**

Personal information collected by VR may be transferred to persons in other countries. Those countries laws might not protect personal information in the same way or on the same level as the law in our country. However, VR will take reasonable steps to ensure that recipients in other countries have appropriate privacy measures in place.

## **9. Retention of personal information**

VR retains personal information for as long as may be reasonably necessary in accordance with the applicable law.

## **10. Contact us**

Any questions relating to our privacy policy or the treatment of data subjects personal information should be addressed to:

**[rina@pvanren.co.za](mailto:rina@pvanren.co.za) or to 012 342 7861**

**The Compliance Officer  
VAN RENSBURG INC ATTORNEYS  
221 GORDON ROAD,  
HATFIELD,  
PRETORIA**

**Information Regulator**

You have the right to complain to the Information Regulator, whose contact details are:  
<http://www.justice.gov.za/infoereg/index.html> Information Regulator Tel: 012 406 4818 or +27  
(0) 10 023 5207