

Privacy Notice to Data Subjects

Prepared in terms of the Protection of Personal Information Act 4 of 2013

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1. Introduction

Van Niekerk Attorneys Inc. is committed to protecting your privacy and ensuring the confidentiality and security of your personal information. This Privacy Notice explains how we collect, use, disclose, and protect your personal information in accordance with the Protection of Personal Information Act (POPIA) in South Africa.

2. Information We Collect

We may collect and process the following categories of personal information about you:

- a) Identity Information: Name, title, date of birth, gender.
- b) Contact Information: Address, email address, telephone numbers.
- c) Financial Information: Bank account details, payment information.
- d) Professional Information: Employment details, qualifications, and professional history.
- e) Special Categories of Personal Information: Health information (where applicable and with your explicit consent).

3. Purposes of Processing

We collect and process your personal information for the following purposes:

- a) Providing legal services and advice.
- b) Managing client relationships and communications.
- c) Administering and managing our business operations.
- d) Complying with legal and regulatory obligations.
- e) Recruiting and managing employees.

4. Legal Basis for Processing

We process your personal information on one or more of the following legal bases:

- a) Consent: Where you have provided explicit consent for specific processing activities.
- b) Contract: Where processing is necessary for the performance of a contract with you or to take steps at your request before entering into a contract.
- c) Legal Obligation: Where processing is necessary to comply with our legal obligations.
- d) Legitimate Interests: Where processing is necessary for our legitimate interests or those of a third party, provided that your interests and fundamental rights do not override those interests.

5. Data Sharing and Transfers

We may share your personal information with third parties in the following circumstances:

- a) Service Providers: External service providers acting on our behalf and under our instructions (e.g., IT service providers, payment processors).
- b) Legal Obligations: Where we are required to disclose your information to comply with applicable laws, court orders, or government regulations.
- c) Business Transactions: In connection with any merger, sale of assets, or acquisition of all or a portion of our business.

6. Data Security

We implement appropriate technical and organizational measures to protect your personal information against unauthorized access, disclosure, alteration, or destruction.

7. Your Rights

You have the following rights regarding your personal information:

- a) Right to Access: Request access to your personal information and information about how we process it.
- b) Right to Rectification: Request correction of inaccurate or incomplete personal information.
- c) Right to Erasure: Request erasure of your personal information under certain circumstances.
- d) Right to Restriction of Processing: Request restriction of processing of your personal information under certain circumstances.
- e) Right to Data Portability: Request a copy of your personal information in a structured, commonly used, and machine-readable format.
- f) Right to Object: Object to processing of your personal information where we are relying on legitimate interests as the legal basis for processing.

8. How to Contact Us

If you have any questions or concerns about our use of your personal information or wish to exercise your rights, please contact us using the details provided in the PAIA Manual.

9. Changes to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our practices and legal requirements. We encourage you to review this Privacy Notice periodically for any updates.

10. Complaints

If you believe that we have not complied with this Privacy Notice or applicable data protection laws, you have the right to lodge a complaint with the Information Regulator (South Africa).

11. Conclusion

Van Niekerk Attorneys Inc. values your privacy and is committed to protecting your personal information. By providing your personal information to us, you consent to the collection, use, and disclosure of that information as described in this Privacy Notice.

Issued by

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