

1. At Gerrie Nel Inc Attorneys, we ensure that your right to privacy is protected. We accordingly comply with the requirements of the POPIA in how we collect, store, process, share, and destroy any personal information we have been provided with.

2. What is personal information?

POPIA defines personal information as information relating to:

- 2.1. An identifiable, living, natural person, and, where applicable, an identifiable existing juristic person. Information relating to race, gender, sex, pregnancy, marital status, nationality, ethnic or social origin, colour, sexual orientation, age, physical or mental health, wellbeing, disability, religion, conscience belief, culture, language, and birth of the person.
 - 2.2. The education-, medical-, financial-, criminal- or employment history of the person, any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person and the biometric information of the person.
 - 2.3. The personal opinions, views or preferences of the person, correspondence sent by the person that is implicitly or explicitly of a private and confidential nature or further correspondence that would reveal the contents of the original correspondence, the views or opinions of another individual about the person and 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.
3. The reason Gerrie Nel Inc Attorneys collects personal information.
 - 3.1. We need to collect your personal information to communicate with you telephonically, via our website, via email, and/or through any other means.
 - 3.2. The information we may collect, amongst other things, includes personal details such as your name, identity number, email address, telephone number, residential or business address, billing information such as your

bank account details, payment information, and VAT registration number, and legally required information, which includes any additional information that the law requires from us to verify your identity.

4. How do we obtain personal information?

4.1. Personal information can be obtained directly from you in person, via our website, facsimile, telephonically, registered or ordinary mail, or electronically via email, WhatsApp, SMS, MMS, or any other electronic means.

4.2. In some instances, we will collect personal information from third parties, including electronic databases, where such information is publicly available or for legitimate business purposes.

5. What do we use your personal information for?

5.1. Your personal information is used for legitimate business purposes related to our services and business mandate.

5.2. We use this information to respond to your queries on our website, emails, or telephone enquiries, to sign you on as a client, and to provide you with our services.

6. Do we share your personal information?

6.1. We will only share your personal information to provide services to you or any other legitimate business purpose relating to our business activities, including but not limited to, the protection of our or your rights, complaints, marketing, or enforcing any agreement between us.

6.2. We may share your personal information with our service providers in certain circumstances. We only share information with service providers after we agree with them to regulate how the personal information will be secured. Where the law requires us to do so, we may also share your

personal information with third-party service providers, agents, contractors, employees, law enforcement agencies, or business affiliates.

- 6.3. We will only share your personal information when we must and only to the extent that it is needed for such third parties to perform their services or obligations.
7. We take the following measures to ensure your personal information is secure:
 - 7.1. We will treat your personal information strictly as confidential; we take technical and organisational measures to ensure that your personal information is kept secure and protected against unauthorised or unlawful processing, destruction or damage, alteration, accidental loss, disclosure or access.
 - 7.2. We use electronic and computer safeguards, such as anti-virus and anti-malware solutions, firewalls, data encryption, and physical and electronic access control to our premises.
8. You have a right to your personal information.
 - 8.1. You have the right to object to the use of your personal information.
 - 8.2. Once we receive the objection, we will stop using your information unless the law allows it.
9. Children’s personal information and special personal information
 - 9.1. About collecting and processing the personal information of minor children (persons under 18), we ensure that we receive the express consent of a parent or guardian or that the law otherwise allows or requires us to process such personal information.
10. Marketing
 - 10.1. Once you become a client of Gerrie Nel Inc. Attorneys, you may be added to our mailing list.

10.2. This sends valuable information about our business, services, legal developments and news.

10.3. You can unsubscribe from our mailing list at any time, and we will no longer send you marketing emails.

10.4. We include a link in every marketing communication allowing you to unsubscribe from marketing communications, and you can e-mail us to remove yourself from the mailing list.

11. Ensuring we have the correct information

11.1. If any of your personal information changes and you want to make us aware of that information, or if you have given us incorrect information that needs to be corrected, you can e-mail us with the correct or updated information on info@gerrienelinc.com

12. Retaining your personal information

12.1. We keep personal information under the required retention periods in law or for legitimate business purposes.

12.2. We may keep personal information indefinitely in a de-identified format for statistical purposes.

12.3. This privacy policy also applies when we keep your personal information.
In case of a breach of security

13. Breach of security.

13.1. If your personal information has been compromised during a breach, we will report the breach to the Information Regulator and to the individuals or companies involved.

13.2. If you want to report any concerns about our privacy practices or suspect any breach of your personal information, please let us know at info@gerrienelinc.com.