



THE PROTECTION OF PERSONAL INFORMATION ACT

CUSTOMER PRIVACY NOTICE

Aim and Purpose

We value your privacy and would like to be transparent about the personal information we process when interacting with you. With this Personal Information Protection Notice, we inform you and provide you with an overview of how we process your personal information and by doing so we are fulfilling our notification obligation.

We are committed to manage and process your personal information in accordance with the applicable privacy and information protection law provisions, which specifically provides for the lawful, fair, and transparent processing of your personal information for specified, explicit, and legitimate purposes in a reasonable manner that does not infringe on your right to privacy.

We recognize and are committed to protect your fundamental rights and freedoms, more specifically your right to privacy which includes the right to the protection against the unlawful collection, retention, dissemination, and use of personal information.

1. Why do we collect and process personal information?

We collect and process personal information for the below purposes including but not limited to:

- Providing accounting and financial related services
- Managing our supplier and service provider relationships;
- Recruitment and selection procedures; and
- Managing our relationship with our employees;

2. Personal information collected and processed

‘Personal information’ is information which relates to an identified or identifiable natural person or a juristic person, by means of an identifying factor and subject to the applicable data protection laws. The personal information we collect, and process may differ depending on our purpose of collecting and processing your personal information. We may collect and process your personal information subject to the purpose above, which include but are not limited to:

General Personal Information	Full name and identifying details (including identity or passport numbers)
	Contact details, including but not limited to telephone number, email address, fax number, physical address, postal address, etc.
	Gender
	Income Tax numbers
	VAT numbers
	Company details
Special Personal Information: (We will collect and process special personal information only for specific purposes and only with your consent.)	Bank account details (high risk)
	Race or ethnic origin
	Health
	Criminal behavior
Other Information	Personal information of children
	Website usage information may be collected using “cookies” which allows us to collect standard internet visitor usage information.
	Login details where applicable and with your consent.



3. Lawful processing of personal information

We only process your personal information, if such:

- processing is necessary to carry out actions for the conclusion or performance of a contract to which you are a party;
- processing complies with an obligation imposed by law on us e.g. providing information to regulators, professional bodies, supervisory authorities, statutory bodies, law enforcement;
- processing protects your legitimate interest;
- processing is necessary for pursuing our or a third parties legitimate request; and/or
- processing was agreed to by you (or a competent person where you are a child) in the form of a consent.

4. Consequences of your refusal to provide personal information

In the event that you refuse to provide or allow us to collect your personal information, where our purpose for such collection is based on a contractual requirement, legal obligation and/or our legitimate interest, it could hinder our ability to perform our duties and responsibilities.

5. Persons who will access your personal information

Our employees will have access to your personal information to administer and manage our inclusive services and our various stakeholder relationships. Your personal information will further be shared with third parties, subject to the purpose of us collecting and processing your information, including but not limited to:

- Operators, who process personal information for us in terms of a contract or mandate, without coming under our direct authority e.g. service providers etc.
- Government agencies and law enforcement.

6. Protection and retention of your personal information

We will take the necessary steps to secure the integrity and confidentiality of personal information in our possession and under our control by taking appropriate, reasonable technical and organizational measures to prevent loss of, damage to or unauthorized destruction of your personal information and unlawful access to or processing of personal information, regardless of the format in which it is held.

We will retain your personal information for a period as required to achieve the purpose of which the personal information was collected initially or subsequently processed, unless retention is required or authorized by applicable law, or we reasonably require the records for lawful purposes related to our functions or activities, or is required by a contract or you (or a competent person where you are a child) has consented to the retention of the record.

We may retain your personal information for periods longer than these periods for historical, statistical or research purposes based on us maintaining appropriate safeguards against the records being used for any other purposes.

In the event in which we used your personal information record to make a decision about you, we shall retain the record for such a period that may be required or prescribed by law or code of conduct or if there is no law or code of conduct, retain the record for a period sufficient to afford you a reasonable opportunity, taking all considerations relating to the use of the personal information into account, to request access to the record.

7. Marketing activities

We may contact you periodically to provide information regarding our services and content that may be of interest to you. If the applicable law requires that we receive your consent before we send you certain types of marketing communications, we will only send such communications after receiving your consent.



If you do not wish to receive further marketing communications from us, you can click on the unsubscribe link in the marketing communication to withdraw your consent. Note that all withdrawal of your consent will not affect the lawfulness of processing based on the consent prior to its withdrawal. Upon withdrawal of your consent we will no longer be able to inform you of our services, publishing topics etc.

8. Receipt of your information from a third party

In some instances, we may receive your personal information (including your name and contact details) from a third party and we will notify you of our collecting your personal information as soon as reasonably practicable after it has been collected.

9. Laws authorizing or requiring the collection of personal information:

Under certain circumstances we are authorized or required by laws to collect your personal information. These laws include but are not limited to the below and includes their applicable Regulations and Directives etc.:

- Auditing Professions Act, 26 of 2005
- Basic Conditions of Employment Act, 75 of 1997
- Companies Act, 71 of 2008
- Compensation of Occupational Injuries and Diseases Act, 130 of 1993
- Disaster Management Act, 57 of 2002
- Employment Equity Act, 55 of 1999
- Income Tax Act, 58 of 1962
- Occupational Health and Safety Act, 85 of 1993
- Non-Profit Organisation Act, 71 of 1997
- Skills Development Act, 97 of 1998
- Tax Administration Act, 28 of 2011
- Value Added Tax Act, 89 of 1991

10. Your rights

POPIA guarantees you, as a data subject, certain rights which you may exercise against us where applicable. You have the right to:

- Have your personal information processed in accordance with the conditions of lawful processing;
- Be notified that your personal information is being collected;
- Be notified that your personal information has been accessed or acquired by an unauthorized person;
- Request confirmation of whether we hold personal information about you;
- Request the record or a description of the personal information we hold about you, including information about the identity of all the third parties or categories of third parties who have or have had access to your information;
- Request us to correct or delete your personal information in our possession or under our control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully, or destroy or delete a record of your personal information that we are no longer authorized to retain;
- Object to the processing of your personal information, subject to the relevant lawful purpose of processing, on reasonable grounds relating to your particular situation;
- Object to the processing of personal information for the purposes of direct marketing;
- Request that the processing of your personal information is restricted under certain circumstances, subject to applicable law; and
- Request that personal information held by us be transferred to another responsible party.

Should you wish to exercise any of the above rights you may contact the Information Officer.



11. Information Officer

- Information Officer: Andries Petrus Maree
- Email address: dries@dga-accounting.co.za

12. Information Regulator

Should you believe that the processing of your personal information is in contravention with applicable data protection laws, you can lodge a complaint with:

- The Information Regulator (South Africa)
Contact details: <https://www.justice.gov.za/inforeg/contact.html>.

13. Changes to Data Protection Notice

We will review this Personal Information Protection Notice and may amend or supplement this Notice from time to time, in accordance with regulatory changes, business strategies and new technology introduced into our operations. We will publish an updated version of this Notice, as and when amendments or supplements have been made on our website.

In some instances, we may receive your personal information (including your name and contact details) from a third party and we will notify you of our collecting your personal information as soon as reasonably practicable after it has been collected.

Should we have previously issued a Personal Information Protection Notice to you in relation to the collection of your personal information including similar categories of personal information or for a similar purpose of collection, we would not have to issue a new Personal Information Protection Notice and will be compliant with Section 5 (a) (i) and 18 of POPI.

14. Enquiries, Requests and/or Concerns

You may address all your enquiries, requests and/or concerns regarding this Notice or relating to the processing of personal information to our Information Officer.