**PRIVACY POLICY** may 2025

We are committed to protection your privacy. We value your trust and all others who work on our website. This Policy is incorporated into and is subject to our standard terms and conditions and the general terms relating to the use of this website.

In performing our services in the ordinary course of business, we may collect, use and disclose personal information. Anyone from whom we collect such information can expect that it will be appropriately and lawfully protected and that any use of or other dealing with this information is subject to consent, where this is required by law.

This Policy sets out how we collect, use and disclose as well as safeguard any personal information that we collect in the course of our business.

Type of personal information that we might need to collect

We may collect personal information in conducting our ordinary business operations, including through the use of our website. In processing your personal information, we ensure that we comply with the provisions of the POPI Act and that such information is used for a legitimate business purpose.

Obtaining consent

We do not, except where otherwise permitted by law, collect, use or disclose your personal information without your consent.

Use and disclosure of personal information

We operate our website and conduct our business in general in accordance with South African legislation. We consider it imperative to protect the privacy interest of data subjects.

In the event that we send personal information outside of South Africa (including if such information is hosted offshore), we will ensure that it takes all reasonable steps to ensure that it complies with all applicable laws in this regard, including the POPI Act.

Retention of personal information

All personal information retained on our database, including such information obtained through the use of our website, is in accordance with the retention provisions set out in the applicable laws and regulations of South Africa, including those set out in the POPI Act

Your rights

You have rights in relation to your personal information. You have the right to contact our offices at any time to ask us to;

* Confirm that we hold your personal information,
* Provide you access to any records containing your personal information or a description of the personal information that we hold about you (subject to payment of a prescribed fee); and/or
* Confirm the identity or categories of third parties who have had, or currently have, access to your personal information (also subject to payment of a prescribed fee).

Our contact information is set out on our website.

When you make a request regarding your personal information, we will take reasonable steps to confirm your identity.

There may be times when we cannot grant access to your personal information, including where granting you access would interfere with the privacy of others or result in a breach of confidentiality. We will always provide you with reasons if this is the case.

If you are of the view that any personal information that we hold about you is incorrect in any way, including that it is inaccurate, irrelevant, outdated, incomplete or misleading, you are allowed to ask us to correct same. If you believe that any personal information that we hold about you is excessive or has been unlawfully obtained, you can ask us to destroy or delete it. You may do the same if you think that we retained it for longer than necessary, given the purpose. We will do so unless there are good grounds not to (such as that we are required to hold it for a period prescribed by any applicable legislation.

It is important however to understand that if you withdraw your consent for us to use some of your personal information, it may affect the quality and level of services that we can provide to you.

Security

We have adopted a security model to protect your personal information that complies with generally accepted information security practises and procedures. As part of our security systems, we have implemented fire-wall technology, password controls, encryption processes and antivirus software. This is in addition to the physical security measures we have adopted to ensure that it takes a appropriate, reasonable technical an organisational measures to prevent loss of, damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information. We have a stringent security policy in place that every officer, employer and supplier of our firm must adhere to.

We confirm that we take all reasonable steps and measures to;

* Identify all reasonable foreseeable internal and external risks to any personal information in our possession or under our control
* Establish and maintain appropriate safeguards against any risk that are identified by us.
* Regularly verify that these safeguards are effectively implemented by or on behalf of our firm; and
* Ensure that such safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards.

Cookies

Our website uses cookies in a limited way

Cookies are small files containing information that a website uses to track a visit by a user. We use session cookies to better understand how the website is used by users to improve the performance of the Website for users, particularly the way search pages are delivered. We have installed settings on the Website to ensure that session cookies cannot be used to obtain any personally identifiable details.

3rd party Websites

Our Website may contain links to a 3rd party website. In the event that you follow a link to any of these websites, it is important to note that these websites have their own terms and use of privacy policies and that we do not accept any responsibility of liability for them. If you are our client or a user of our website and you have purchased our products of services, we may use your contact details to send you details of any new similar products of services which we think you would be interested in. In doing so we will at all times comply with any applicable direct marketing laws.

Any communication that you do receive from us pursuant to the above, will set out how to opt out of receiving future communications from us, free of charge, if you no longer wish to receive material for any reason whatsoever. We will only send you marketing messages when you tick the relevant boxes at certain times when engaging with us.

We are not responsible for any representations, information, warranties and/or content on any website of any third party (including websites linked to this website). We do not exercise control over third parties’ privacy policy and the onus is on the User to refer to the privacy policy of any such third party before providing them with any of your personal information.

Updating of Privacy Policy

We in our sole discretion, reserve the right to update, modify or amend this Policy from time to time with or without notice. You therefore agree and undertake to review this Policy whenever you visit our website. Save as expressly provided to the contrary in this Policy, any amended version of this Policy shall supersede and replace all previous versions thereof.

Contact information

Questions, concerns or complaints related to this Policy or our treatment of personal information should be directed to the email address on this website.