



SEAGRAVE ATTORNEYS

PRIVACY STATEMENT

1. INTRODUCTION AND PURPOSE

Seagrave Attorneys (“SA”) (“we”, “our” or “us”) is committed to protecting your privacy and ensuring that your personal information is processed lawfully, transparently, and securely in accordance with the Protection of Personal Information Act, 4 of 2013 (“PoPIA”) and other applicable laws.

The purpose of the Privacy Statement is to inform any person about whom the personal information relates (“Data Subject”), how their personal information is collected, used, and processed by us. The rights of the Data Subject and who to contact.

By making use of our services or submitting personal information to us, you acknowledge that you understand and agree to be bound by this Privacy Statement and agree to collection, processing, transferring, use and disclose your personal information, in terms of this Privacy Statement.

2. PERSONAL INFORMATION WE COLLECT

We collect and process the following categories of personal information:

- Identification details (e.g., name, surname, identity number, nationality, tax reference number, marital status, title, occupation, date of birth, passport number, gender);
- Contact information (e.g., physical address, phone number, email address);
- Financial information (e.g., billing details, bank account details, payment records)
- Transactional information (e.g., payment made and received from you);
- Education and work experience (e.g., employers, remuneration, education, work experience and qualifications);
- Information related to legal matters and instructions (e.g. religion, marital status, minor children, spouse).
- Any other information necessary for providing legal services or complying with legal obligations (e.g., FICA)

3. PURPOSE OF COLLECTION AND PROCESSING OF PERSONAL INFORMATION

Your personal information is collected and processed with your consent for:

- Providing legal advice and representation
- Complying with legal and regulatory requirements;
- Administrative and operational purposes;
- Employment and human resource management

Personal information is collected in the following ways:

- Directly from the Data Subject;
- Automated or indirect interaction with the Data Subject;
- Third parties;
- Public sources.

4. SHARING AND THIRD-PARTY PROCESSING

We may share your personal information with:

- Service providers who assist in delivering our services (e.g., IT support, cloud storage).
- Regulatory authorities, courts or law enforcement when required by law (e.g., FIC)

All third parties are contractually bound to comply with PoPIA.

5. PERSONAL DATA RETENTION

We retain your Personal Information:

- Hard copies at our premises;
- At premises of Third-Party service provider such as document storage service provider;
- On servers of Third party's service provider, such as IT systems or hosting service providers.

6. RETENTION OF PERSONAL INFORMATION

We retain personal information for as long as necessary to fulfill the purposes outlined.

7. DATA SUBJECTS RIGHTS TO PERSONAL INFORMATION

Data Subjects have the following rights in respect of their personal information:-

- Access your personal information.
- Request correction or deletion of inaccurate or unnecessary data.
- Object to processing or withdraw consent
- Lodge a complaint with the Information Regulator.

To exercise these rights, contact us.

8. CONSENT IN TERMS OF THE PoPIA ACT

- The Data Subject acknowledges that all Personal Information provided to us shall be accurate and correct.
- The Data Subject hereby consents to the processing of its Personal Information by us for the limited purpose of enabling us to

perform our obligations and its rights in terms of the engagement with us.

- The processing of your Personal Information by us, and/or third-party service providers, and/or Suppliers, in accordance with PoPI Act.
- We shall secure the integrity and confidentiality of Data Subject's Personal Information in its processing.

9. SECURITY MEASURES

We implement appropriate technical and organisational measures to protect your personal information including:

- Encryption and secure storage.
- Restricted access controls.
- Regular security audits

10. CROSS-BORDER TRANSFERS

If personal information is transferred outside of South Africa, we ensure that the recipient country or entity provides adequate protection or that contractual safeguards are in place.

- The Data Subject acknowledges that SA may store its Personal Information electronically via online/cloud service provider which may be located either in South Africa or via a Third-party based in a foreign country.
- The Data Subject acknowledges and consents to SA transferring its Personal Information to Third party who may be based in a foreign country, in the exercise of its mandate.

11. MARKETING AND COMMUNICATION

We will send marketing communication with your explicit consent. You may opt out at any time by contacting us.

12. UPDATING TO THIS PRIVACY STATEMENT

We may update this statement from time to time. The latest version will be made available on our website.

13. CONTACT DETAILS

Should you have any questions or concerns or exercise any of your rights as Data Subject, you can direct your enquiries to the Compliance Officer, email address: seagraveattorneys@gmail.com.