

PRIVACY POLICY

1. INTRODUCTION

We at Pincus Matz are sensitive to the personal nature of the information you provide to us. This privacy policy explains how we protect and use your personal information. In order for to us to provide you with legal services and fulfil our mandate, you will have to share information with us.

2. COLLECTION OF PERSONAL INFORMATION

We may collect or obtain personal information about you:

- directly from you;
- in the course of our relationship with you;
- in the course of providing legal services to you or your organisation;
- when you make your personal information public;
- when you visit and/or interact with our website or our various social media platforms;
- when you visit our offices;
- from third parties (e.g., law enforcement authorities).

3. THE PERSONAL INFORMATION WE COLLECT

We collect, amongst others, the following personal information:

- personal details, such as your name, email address or telephone number;
- billing information, such as relevant 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. USE OF YOUR PERSONAL INFORMATION

We may use your personal information for any legitimate business purposes relating to our services and/or business activities. Some of the purposes for which we use your personal information include:

- responding to your queries posted on our website or emailed to us;
- taking you on as a client and verifying your identity (as required by law);
- providing you with our services;
- referring you to other service providers with your consent;
- sending you information (in the form of our newsletter) and inviting you to events; and/or
- complying with our regulatory or other obligations.

5. SHARING OF PERSONAL INFORMATION

We may share your personal information with our associates and service providers, for legitimate business purposes. We will only share your personal information in those instances where it is necessary for us to do so, to the extent that your personal information is needed to provide legal services or comply with legal obligations.

6. MARKETING

When you become a client, you will be added to our mailing list. We use this mailing list to send you important information about our business, the services we offer, legal developments,

news and event invitations.

You can unsubscribe from our mailing list at any time which will result in us no longer marketing to you. We include a link in every marketing communication allowing you to unsubscribe from marketing communication and you can email us to ask us to remove you from our mailing list.

7. TRANSFER OF INFORMATION OFFSHORE

We may transfer your information offshore, only in order to fulfil our client mandate and to render the legal service.

8. INFORMATION SECURITY

We will take all reasonable steps to ensure that your personal information is protected. We protect and manage personal information that we hold about you by using electronic and computer safeguards like firewalls and physical and electronic access control to our buildings. We only authorise access to personal information to those employees who require it to fulfil their designated responsibilities.

9. LINKS ON OUR WEBSITE

We may include links to other third-party websites, on our website, which do not fall under our supervision. We cannot accept any responsibility for your privacy or the content of these websites, but we display these links to make it easier for you to find information about specific subjects.

10. YOUR RIGHTS

You may, on reasonable grounds, object to us using your personal information. If you object, we will stop using your personal information, except insofar as the law allows its use.

If you object, and we are unable to provide the legal service you have mandated us to perform without that information, we will stop providing the service.

11. RETENTION OF INFORMATION

Pincus Matz Attorneys will only retain and store personal information for the period for which the data is required to serve its primary purpose of a legitimate interest or for the period required to comply with an applicable legal requirement, whichever is longer.

12. QUALITY AND ACCESS TO YOUR PERSONAL INFORMATION

We want to ensure that your personal information is accurate and up to date. You may ask us to correct any personal information that you think is inaccurate or request us to remove your information by sending an email to info@pincus.co.za.

13. SECURITY BREACH AND CONTACT DETAILS

We will report any security breach to the Information Regulator and to the individuals or companies involved.

You may contact us at:

The Information Officer

Pincus Matz Attorneys

Email: info@pincus.co.za