

POPI (PROTECTION OF PERSONAL INFORMATION) POLICY

The relationship of Faure & Faure Inc with its clients, employees and business partners is based on mutual integrity and trust and it is therefore committed to maintaining this trust by protecting the privacy of personal information and data disclosed and received from any data subject or data owner at all times and to the best of its ability.

This Notice explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act (“POPIA”).

We are committed to protecting your privacy and to ensure that your personal information is collected and used properly, lawfully and transparently.

We collect and process your personal information mainly to contact you for the purposes of understanding your requirements, delivering services and complying with legislation where required.

We will inform you what information you are required to provide to us and what information is optional.

Website usage information may be collected using “cookies” which allows us to collect standard internet visitor usage information.

The Management of Faure & Faure Inc subscribes to the goals and principles of data privacy and information security in line with relevant legislation and its business strategy and objectives. Data privacy and information security is an integral component of the information management structure of Faure & Faure Inc.

Faure & Faure Inc has an obligation to ensure appropriate security of all Information Technology (IT) systems (data, equipment and processes) and personal information that it owns and/or controls on behalf of other responsible parties.

The need for data privacy and information security is driven by the following:

- Legal, statutory, regulatory and contractual obligations;
- Risk assessment; and
- Operational principles, objectives and requirements for information systems that Faure & Faure Inc has defined or developed.

This applies to:

- The employees and independent contractors of Faure & Faure Inc;
- Third-party agreements; and
- Personal information of external data subjects and data owners processed and/or stored by Faure & Faure Inc.

We may disclose your information:

- Where we have a duty or a right to disclose in terms of law;
- Where we believe it is necessary to protect our rights.

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information. We will, on an on-going

basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

Our security policies and procedures cover:

- Physical security;
- Computer and network security;
- Access to personal information;
- Secure communications;
- Security in contracting out activities or functions;
- Retention and disposal of information;
- Acceptable usage of personal information;
- Governance and regulatory issues;
- Monitoring access and usage of private information;
- Investigating and reacting to security incidents.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure.

We will ensure that anyone to whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

According to the Act “**personal information**” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person. Further to the POPI Act, Faure & Faure Inc also includes the following items as personal information:

- All addresses including residential, postal and email addresses.
- Change of name – for which we require copies of the marriage certificate or official change of name document issued by the state department.

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at the numbers/addresses as provided on our website and specify what information you require. We will need a copy of your ID document to confirm your identity before providing details of your personal information.

Please note that any such access request may be subject to a payment of a legally allowable fee.

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your ID document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate.

How to contact us

If you have any queries about this notice; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers/addresses listed on our website.