

MART ATTORNEYS INC



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MATHADA A. RAMETSE T

BALANCING COMPETING INTERESTS

PRIVACY STATEMENT

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Purpose

The purpose of this Privacy Statement is to explain how and why we use your personal information.

We endeavour to protect your personal privacy. We provide this privacy statement to help you to understand what we may do with any information that we obtain from you. By providing your personal details to us, you signify your acceptance of our Privacy Statement. If you do not agree to this statement, please do not provide your personal details to us.

We treat all personal information we collect through different channels as private and confidential.

Right to change this Privacy Statement

We may change this Privacy Statement to align with changes in the law or changes in technology which impact on how we process your personal information. We will publish all changes which describes our new practices on our websites, and the latest version will replace previous versions.

Collection of personal information

We may collect the information directly from a data subject or from third parties.

We collect personal information in various instances, including when:

- data subjects contact us or request information or services;
- MART Attorneys provides services to data subjects;
- persons apply for employment at MART Attorneys;
- when persons use MART Attorneys' website or engage with us through social media.

Why do we collect personal information?

We collect your personal information for a number of reasons including the following:

- to provide services to clients;
- to comply with legal or regulatory obligations;
- if a data subject has provided their consent; or
- if the processing is allowed by law.

MART Attorneys processes personal information for various purposes including for –

- Fulfilling its contractual obligations to its clients and client contacts;
- Attending to the legitimate interests of data subjects;
- In connection with legal proceedings.
- Facilitating transactions with data subjects;
- Collecting data for statistical purposes to improve its services;

- Engaging in various forms of direct marketing;
- Complying with the provisions of statute and regulations;
- Identifying prospects for enhanced service delivery and business sustainability;
- Tracking data subject activity on the website and its links as well as their transactions with us;
- Confirming and verifying data subject's identity or verifying that they are authorised users for security purposes;
- Conduct market or customer satisfaction research;
- Audit and record keeping purposes;

What personal information do we collect?

We collect and process different attributes of your personal information at specific points of time. below are non-exhaustive list of personal information categories that we collect and process:

- Identifying number (employee number; company registration numbers, ID number),
- Email-addresses, physical address, telephone number
- Names, surname, marital status, nationality, age, physical health status, mental health status, well-being, disability status, language, date of birth. Some of the information may be more prevalent in our employment processes than in the core business divisions.
- Biometric information such as fingerprinting, particularly in our employment processes.
- Information on your race, criminal recordings/proceedings.
- Education, medical, financial, employment information

We may not be able to provide our services to the you, employ you or procure your services without your personal information.

The use of Third Parties

We will from time to time share your personal information with third parties. We will only disclose your personal information if:

- For business purposes
- The law requires it
- We have a public duty to disclose the information
- Your legitimate interests require disclosure or
- You have provided consent for us to disclose your information.

These third parties may include but not limited to:

- MART Attorneys service providers

- Regulators
- Law enforcement agencies and Courts
- Verification agents

Where applicable, we request the third parties with whom we share information with, to take adequate measures and comply with applicable data protection laws and protect the information we are disclosing to them. We do this through contractual arrangements with these third parties. We also take internal measures to ensure that the third parties we appoint have appropriate measures to protect the information we provide to them.

If you want to learn more about our internal measures, please contact our Information Officer on the contact details provided in this statement.

Transborder information flows

Where necessary and appropriate, your personal information may be processed in other countries for:

- Business purposes, in instances where our third parties are located in countries outside of South Africa.
- Law enforcement agencies for investigation purposes.

These countries may not have the same level of protection. However, before we transfer personal information outside South Africa, we have stringent processes to ensure that appropriate organisational and security safeguards are put in place to protect the personal information which includes contractual and internal due diligence measures.

Your Rights

You have rights as the data subject which you can exercise in relation to the personal information, we hold about you. The requests must be made in writing using the applicable forms found on our PAIA Manual.

You can exercise your right to:

- Request access to the information we hold about you. Please visit our [PAIA Manual](#) to learn more about the process for request to access to information. We may, if allowed by law, charge a fee for this.
- Request correction or deletion of Personal Information about the data subject in our possession or under our control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully.
- Request the destruction and deletion of your personal information that we are no longer authorised to retain.
- Object to the way in which we process your personal information.
- Complain to us about the way we use your personal information using the contact details of the Information Officer. If you are not satisfied with how we handle your complaint, you can

lodge a complaint with the Information Regulator using their details provided in this statement.

- You have the right to query a decision that we make about some of our services that was made solely by automated means. You can do that by contacting the Information Officer on the details provided in this statement.

It is important to note that the rights are not absolute and must be balanced against other competing rights. As such they may be limited owing to the nature of our public interest mandate. We may also rely on certain exceptions which may impact on your rights, for example, your right to object or the right of access to information. We will only do this where the interest we are mandated to protect outweighs to a substantial degree interference with your privacy. Where possible in terms of law, we will explain the exception we are relying on and its impact on your rights.

Our Security Practices

Our security systems and controls are designed to maintain confidentiality, prevent loss, unauthorised access and damage to information by unauthorised parties. We conduct continuous security vulnerability assessments to improve our security posture and provide assurance to all our stakeholders.

Anonymous collection of data from use of our website

We monitor user experience while you are using our website and collect anonymous connection statistics through our monitoring solution. This is to improve our website service and add value to you when you visit our website.

Use of cookies on website

We use cookie technology on our website. Cookies are small files which are stored on a user's computer when you use our website. We have non-essential cookies that enable us to distinguish users, and strict transport security which allows a website to declare itself as a secure host.

Links to other websites on our website

Our website may have links to or from other websites of other regulatory bodies or standards that are not operated by the FSCA. We request that you read and familiarise yourself with the privacy and security policies of these websites as we are not responsible for the privacy and security of the websites mentioned.

Use and monitoring of electronic communications

It is important that we keep the public abreast of any development that has a public interest. As such we communicate with you and the public using different channels, including the media.

Retention of personal information

Our retention schedule and information policies define how long we keep all types of records, including any personal information we process in the different divisions. Personal information is

retained and destroyed as required or authorised by law, and for defined purposes related to the activities of MART Attorneys.

How to contact us

If you have any queries, about our privacy notice and how we process your personal information, please contact the Information Officer at info@mrlf.co.za

Physical address:

MART Attorneys Incorporated
141 Ontdekkers Road
Horison Park
Roodepoort
1724

South African Information Regulator

The contact details of the Information Regulator are as follows:

Physical Address:

JD House, 27 Stiemens Street
Braamfontein
Johannesburg
2001

Postal Address:

P.O Box 31533
Braamfontein
Johannesburg, 2017
Complaints email: POPIAComplaints@inforegulator.org.za
General enquiries email: enquiries@inforegulator.org.za
Website: <https://inforegulator.org.za/>