

PRIVACY POLICY

Introduction

Goërtz Attorneys conducts its business as a law firm with its offices in Johannesburg, South Africa (13 San Marco, 50 Kelly Avenue, Bromhof, Randburg, 2188).

We respect your right to privacy and take data privacy seriously.

We set out hereunder a summary of our personal information collection, use thereof and disclosure practices.

By providing personal information to us via our website, email, telephonically or in person you agree to the processing set out in this privacy policy.

The personal information we collect and process

We collect and process different types of personal information in the course of operating our business and providing our services which may include the following: personal information:

- your name, surname, identity/passport number;
- your job description;
- your marital status, nationality and gender;
- email address, telephone number, residential en postal address;
- financial information, such as relevant payment information, bank account details and VAT registration number;
- information that we are legally required to obtain, which includes any additional information, to verify your identity and to comply with anti-money laundering laws;
- Recruitment related data which includes your curriculum vitae, your education and employment history, professional membership details and other related information relevant to potential recruitment.

How we collect personal information

- Directly from you when corresponding via email, telephonic or other direct interaction or on request where we requested the information from you or when you use our website or any of our services.
- In limited instances, we collect personal information from third parties. We will only collect personal information this way where such information is publicly available or for legitimate business purposes.
- We may obtain information through the use of cookies, which will mainly be used to identify visitors that return to our website. You can prevent us from doing this through a setting on your browser. Cookies only store information from your browser and cannot access data on your computer.

Use of your personal information

Personal information may be used for any legitimate business purposes relating to our legal and other services to you and to conduct business activities, including:

- responding to website, telephonic or email queries;
- onboarding you as a client and verifying your identity (as required by law);
- fulfil our legal, regulatory or risk management obligations;
- providing you with our services;

- referring you to other service providers with your consent;
- improving our website and services by analysing certain information collected, including cookies and other related information;
- complying with our regulatory or other obligations;
- for recruitment purposes.

Sharing your personal information

Your personal information will only be shared for the purposes of providing services to you or any other legitimate business purpose. This may include the protection of our or your rights, complaints, marketing, or enforcing any agreement between us.

We may share your personal information in instances where it is necessary to do so with third party service providers, agents, contractors, employees, law enforcement agencies or business affiliates and where we are lawfully required to do so and only to the extent that your personal information is needed for such third parties to perform their services or obligations.

Will we send your personal information trans-border?

We may transfer your information cross border for our legitimate business purposes, such as for cloud storage and for our billing practices. All information transfers will comply with the applicable laws.

Security

Personal information is protected by all reasonable steps such as:

- using electronic and computer safeguards like firewalls, malware protection, data encryption, and physical and electronic access control to our office;
- access to personal information is only given to authorised employees who require it to fulfil their designated responsibilities.

Links on our website

Our website may include links to third party websites.

Kindly note that this privacy policy does not include the use of such third party websites. Kindly refer to the privacy policies of such third party websites.

Personal information relating to children

Unless we receive the consent of a parent or guardian or if legally and lawfully allowed or required to do so, we do not intentionally collect, use or process personal information of persons under the age of 18 years.

Quality and access to your personal information

In ensuring 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 natacha@goertzattorneys.com.

You have the right to request us to provide you with the personal information that we hold about you. Kindly contact us directly to do so or send an email to natacha@goertzattorneys.com.

Retention of Information

We retain personal information in accordance with the required retention periods in law or for legitimate business purposes. We may keep personal information indefinitely in a de-identified format for statistical purposes. This privacy policy also applies when we retain your personal information.

Security breach

We will report any security breach to the Information Regulator and to the individuals or companies involved. If you want to report any concerns about our privacy practices or if you suspect any breach regarding your personal information, kindly notify us by sending an email to natacha@goertzattorneys.com.

Right to object

You have the right, on reasonable grounds, to object to us using your personal information. In such an instance we will refrain from using your personal information, except if we are legally and lawfully allowed to its use.

Lodging a complaint

If you believe we are using your personal information unlawfully, please let us know first by contacting us on info@goertzattorneys.com or 011 792 6408.

You may lodge a complaint to the Information Regulator (South Africa) with the following contact details:

- Website: <https://www.justice.gov.za/infoereg/index.html>.
- Address: SALU Building, 316 Thabo Sehume Street, Pretoria.
- Contact number: 012 406 4818.
- Fax number: 086 500 3351.
- Email: infoereg@justice.gov.za.