

AC MARTINS ATTORNEYS POLICY DOCUMENT AS REQUIRED BY SECTION 51 OF ACT NO 2 OF 2000, PROMOTION OF ACCESS TO INFORMATION ACT – “THE ACT”

IMPLEMENTATION DATE: 1 July 2021

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

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. We are committed to protecting our client’s privacy and to ensure that our client’s personal information is collected and used properly, lawfully and transparently.

ABOUT AC MARTINS ATTORNEYS

Sole proprietor and information officer is Angelique Martins, we majority specialise in Conveyancing and property law.

Physical address is Southdowns Ridge Office Park, Regus Building, Ground Floor, John Vorster Road, Irene, Centurion, 0149

Postal address: Postnet Suite 148, Private Bag X32, Highveld Park, Centurion, 0157, South Africa

Email: angelique@acmartins.co.za

Website: WWW.ACMARTINS.CO.ZA

Contact number: 0836452565 or 0120033227

THE INFORMATION AND RECORDS WE COLLECT

We collect and process personal information in terms of an agreement with the client to legitimately contact, carry out FICA regulations and carry out conveyancing services. The data documentation is collected directly from the clients with their consent. We obtain, store and capture the clients following details and use of this documentation is limited to the original purpose and is only used for the purpose as set out in our mandate. We may also use this information to send our newsletters and other mailings with the clients.

HOW WE USE THE INFORMATION

We treat clients personal information as confidential and only share, record or delete it as is required by law, our profession and/or lawfully instructed by you.

We will use personal information only for the purposes for which it was collected and agreed with the client.

We may use and share clients information as part of our service and mandate including but not limited to the following:

- To gather contact information to communicate with the client;
- To confirm and verify identity and comply with FICA regulations;
- For the detection and prevention of fraud, crime, money laundering or other malpractice;
- For audit and record keeping purposes;
- In connection with legal proceedings;
- To obtain SARS transfer duty receipts and certificates;
- To obtain Municipality clearance figures and certificates;
- To obtain Home owners association and body corporate levy certificates;
- To obtain documentation relevant to property transfers and property law;
- Relation management and marketing purposes in relation to our service, for account management and marketing activities in order to establish, maintain and improve our relationship with our clients and with our service providers.
- To process personal information for safety and security purposes.

DISCLOSURE OF INFORMATION

We do disclose the client's personal information to our service providers (third parties) who are involved in the delivery of our products and services to make the conveyancing service possible and to execute our mandate. We have agreements in place with the 3rd parties to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

The clients consent to the disclosure the information to the service provides and we may also disclose the client's information:

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

We will not sell or give personal information away or use it other than for the purpose it was intended for. We will retain the personal information for only as long as we are required to do so by law.

ACCESS TO INFORMATION

Our clients have the right to request a copy of the personal information we hold. To do this they must simply contact us at the numbers/addresses as provided on our website and specify what information they require. We will need a copy of their ID document to confirm identity before providing details of the personal information. Clients may request us to delete information or refrain from using it however we may not be able to fully comply with this as the law obliges us to keep certain personal information.

CORRECTION OF INFORMATION

Clients have the right to ask us to update, correct or delete personal information. We will require a copy of their ID document to confirm their identity before making changes to personal information we may hold.

SECURITY

We have specialized and strict measures in place to make sure that our information systems are not breached. However, should a breach occur, we will ascertain how and where the breach occurred and make sure that the exposed area is repaired immediately. We will ascertain which data has become vulnerable as a result and notify you if the breach may affect you and assist you to minimize any potential damages that you may suffer as a result. Because the internet is an open system, the transmission of information via the internet is not completely secure. Although we will implement all reasonable measures to protect your personal information that is in our possession, we cannot guarantee the security of any information transmitted using the internet and we cannot be held liable for any loss of privacy occurring during the course of such transmission.

INTERNATIONAL TRANSFER OF PERSONAL INFORMATION

We may transfer your personal information to recipients outside of the Republic of South Africa, the Operator/third party undertakes to protect the Personal Information in line with applicable data protection legislation and the transfer is necessary in order to provide the legal and other related services that are required by our clients.

HOW CLIENTS MAY CONTACT US

If clients have any queries about their information, or wish to withdraw consent or mandate; exercise preferences or access or correct personal information, they are requested to contact Angelique Martins on the contact details provided above.