

Thekiso Attorneys Inc

Privacy Policy

1.1 Introduction

1.1.1 TA Inc ("**TA Inc**" or "**we**" or "**us**" or "**our**") is a law firm with presence in Johannesburg and Cape Town. TA INC is a responsible party in respect of your Personal Information (as defined in clause 3.1 below) which means that TA INC determines the purpose of and means for processing your Personal Information.

1.1.2 TA INC is committed to protecting and respecting your privacy. We strive to ensure that our use of your Personal Information is lawful, reasonable, and relevant to our business activities, with the ultimate goal of improving our services and your experience.

1.1.3 We have appointed an Information Officer who is responsible for overseeing questions in relation to the Privacy Policy. You may contact our Information Officer at admin@thekisoinc.co.za to discuss this Privacy Policy or your rights under South African data protection legislation that is applicable to you.

1.1.4 This Privacy Policy describes how we will treat your Personal Information, whether provided by you to us, or collected by us through other means when you engage with us, in your ordinary use of our products and services, or in accessing our website (the "**Website**").

1.1.5 This Privacy Policy complies with South African laws. It must as appropriate be read together with TA INC's Website Terms and Conditions (the "**Terms**") and any other documents or agreements between TA INC and you (the "**Agreements**") that describe the manner in which we collect or process Personal Information about you. This will enable you to understand the manner in which TA INC will process your Personal Information. This Privacy Policy supplements such Terms and Agreements.

1.1.6 This Privacy Policy applies regardless of the device which you use to access our Website or to engage with us, which device is capable of using, or enabled to use, the Website including, but not limited to, internet-connected mobile devices and tablets ("**Device**").

1.1.7 This Privacy Policy does not apply to the processing of Personal Information by other third parties relating to or by means of other parties' websites, products or services, such as websites linked to, from or advertised on the Website or through our products and services, or sites which link to or advertise the Website or our products, services and lawyers.

2 Your consent to the Processing of your Personal Information

2.1 We may process (collect, receive, record, organise, store, update, read and use as appropriate) your Personal Information in the ways set out in this Privacy Policy.

2.2 If you have a concern about any aspect of this Privacy Policy as it relates to your Personal Information, please do not continue to engage with us, use our Website or our products and services.

2.3 We may, where permitted or required to do so by applicable law, process your Personal Information without your knowledge or permission, if sufficient grounds of

justification are present, and we will do so in accordance with the further provisions of this Privacy Policy and subject to South African laws.

3. "Personal Information" refers to private information about an identifiable living natural person or, where applicable, an identifiable existing juristic person. Such information includes but is not limited to your name (identifiable information), contact information, transaction information. The Personal Information that we collect about you may differ on the basis of your engagement with us or the products and services that you receive from TA INC or that you provide to TA INC.

4. How we collect your Personal Information

4.1 We collect your Personal Information in the following ways:

4.1.1 through direct or active interactions with you such as our Website, emails, social media channels or subscription services if any; and

4.1.2 through automated or passive interactions with you such as through cookies.

5. How we use your Personal Information

5.1 We use your Personal Information for the following purposes:

5.1.1 for legal services;

5.1.2 marketing our services to you with your consent and selling products online;

5.1.3 research on matters and in communication with you;

5.1.4 to comply with our regulatory reporting obligations;

5.1.5 to maintain and improve the Website and to improve the experience of our Website users, including by requesting feedback from our Website users on our products and services and to facilitate the procurement of our products and services.

5.1.6 to retain and make information available to you on the Website;

5.1.7 to establish and verify your identity on the Website;

5.1.8 to operate, administer, secure and develop the Website and the performance and functionality of the Website;

5.1.9 to detect, prevent or manage actual or alleged fraud, security breaches or the abuse, misuse or unauthorised use of our systems and files, the Website and/or contraventions of this Privacy Policy and/or the Terms and/or the Agreements;

5.1.10 to provide you with the latest information about our products and services or events provided that you have agreed to receive such information;

5.1.11 for security, administrative and legal purposes; and

5.1.12 for other activities and/or purposes which are lawful, reasonable and adequate, relevant and not excessive in relation to the provision of our services and/or the use of the Website, our business activities or such other purpose for which it was collected.

5.2 TA INC will obtain your permission before collecting or using your Personal Information for any other purpose.

6. Compulsory Personal Information and consequences of not sharing it with us

6.1 The following information is compulsory Personal Information:

6.1.1 your name and surname;

6.1.2 your contact details, such as your email address and/or your telephone number.

7. Sharing of your Personal Information

7.1 We will not intentionally disclose your Personal Information, whether for commercial gain or otherwise, other than with your permission, as permitted by applicable law or in the manner as set out in this Privacy Policy.

7.2 You agree and give permission for us to share your Personal Information under the following circumstances:

7.2.1 with our agents, advisers and suppliers that have agreed to be bound by applicable data protection legislation and this Privacy Policy or similar terms, which offer the same level of protection as this Privacy Policy;

7.2.2 with our employees, suppliers, consultants, contractors and agents if and to the extent that they require such Personal Information in order to process it for us and/or in the provision of services for or to us

7.2.3 to enable us to enforce or apply our Terms and/or any Agreement you have with us;

7.2.4 to enable us to monitor our website traffic; and

7.2.5 with governmental agencies and other regulatory bodies, if required to do so by law.

7.3 We will get your permission before disclosing your Personal Information to any third party. We will disclose your Personal Information if we are required by law to do so.

8. Storage and retention of your Personal Information

8.1 We store your Personal Information on our servers or devices in electronic form, securely and we will not be liable for any loss, claim and/or damage arising from any unauthorised access, disclosure, misuse, loss, alteration or destruction of your Personal Information.

8.2 We may keep your Personal Information for as long as you continue to engage with us, provide services or products to us, access the Website and content and/or use our products and/or services, as required by law or for as long as reasonably necessary or until you contact us and ask us to destroy it.

9. Your rights

9.1 You may:

9.1.1 **Block all cookies**, by setting your browser to do so, including cookies associated with our products and services or to indicate when a cookie is being sent by us.

9.1.2 **Request access to your Personal Information**

9.1.3 **Request the correction of your Personal Information**, in order to ensure that any incomplete or inaccurate Personal Information is corrected.

9.1.4 **Request erasure of your Personal Information**, where there is no lawful basis for the retention or continued processing of it.

9.1.5 **Object to the processing of your Personal Information** for a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms.

9.1.6 **Request restriction of processing of your Personal Information**. This enables you to ask TA INC to suspend the processing of your Personal Information in limited circumstances, which may differ by jurisdiction.

9.1.7 **Withdraw consent which you previously gave to the processing of your Personal Information** at any time.

10. Changes to this Privacy Policy

We may update our Privacy Policy from time to time. We will notify You of any changes by posting the new Privacy Policy on this page.

We will notify You via email and/or a prominent notice on Our Service, prior to the change becoming effective and update the "Last updated" date at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

11. Children

11.1 The Website and our products or services are not targeted at people under the age of 18.

11.2 We will not knowingly collect Personal Information of persons in this age group without express consent to do so or without a legal obligation to do so.

12. Contact Us

If you have any questions about this Privacy Policy, You can contact us –

- By email – admin@thekisoinc.co.za