

Van Ellewee Attorneys Inc. Privacy Notice

Introduction:

Herein, we would like to inform all juristic-and natural entities that this notice sets out what information will be made available to other parties and in what instances this will take place.

Who we are:

Van Ellewee Attorneys Inc. (with registration number: 2021/579371/21) is a legal firm. We are an expert in our field and provide legal services and advice to our clients.

The type of personal information we collect:

We currently collect and process the following information:

- Identity numbers and copies of identity documents;
- Full names and surnames;
- Residential addresses;
- Cell numbers;
- Email addresses;
- State of solvency.

How we get the personal information and what we use it for:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To start and/or complete a legal instruction.
- To determine the value of property/assets.

We may share this information with:

- Another legal practitioner, if the file would be handed over.
- To the next of kin and/or executor if our client is to be deceased.
- To the authorised Trustee of a Trust of our client.

When will we process your personal information:

In terms of the Protection of Personal Information Act (POPIA), the justification ground which we base our processing on consist out of the following:

- The data subject or a competent person where the data subject is a child **consents** to the processing. Kindly note that you have the right to withdraw your consent;
 - The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
 - The processing complies with an **obligation** imposed by law on the business;
 - The processing protects a **legitimate** interest of the data subject;
 - The processing is necessary for the proper performance of a **public law** duty by the business;
- or
- The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

How we store your personal information:

Your information is securely stored as a hard copy in the relevant file and electronically on a hard drive.

We keep your information for 7 (seven) years. We will then dispose your information by destroying the hardcopies and erasing the electronic hard drive.

Your data protection rights:

- You are entitled to access your personal data by sending a written request to sune@vanellewee.co.za. We may charge you a fee for this service as set out in terms of Condition 8 of POPIA.
- You may also request Van Ellewee Attorneys Inc. to correct or supplement any of your personal data which Van Ellewee Attorneys Inc. will undertake as soon as practicable.
- Request the destruction of your personal data. Sune Van Ellewee will consider your request in light of any other laws or regulations prohibiting Van Ellewee Attorneys Inc. from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one calendar month to respond to you.

Please contact us at sune@vanellewee.co.za (Sune Van Ellewee) if you wish to make a request.

Contact details:

Name: Sune Van Ellewee

Phone Number: 079 648 7253

E-mail: sune@vanellewee.co.za

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at sune@vanellewee.co.za (Sune Van Ellewee).

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

Their contact details are as follows:

The Information Regulator (South Africa)
33 Hoofd Street
Forum III, 3rd Floor Braampark
P.O Box 31533
Braamfontein, Johannesburg, 2017

Complaints email: complaints.IR@justice.gov.za