

VICTOR AND PARTNERS INC. PRIVACY POLICY

CONTACT DETAILS

Name: Victor and Partners Inc.

Address: Highcliff Office Park, 2nd Floor, Unit 10, Cnr. Wilhelmina Ave & Christaan de Wet Road, Constantia Kloof, Roodepoort, 1724

Phone Number: (011) 831-0000

E-mail: wendy@victorandpartners.co.za

THE TYPE OF PERSONAL INFORMATION WE COLLECT

We currently collect and process the following personal information:

- any information that allow Victor and Partners Inc. to identify you, such as your name/s and surname combined with your physical address, contact details and/or passport/identity number;
- personal information that uniquely identifies a legal entity, such as the trading name of a company combined with the company registration number;
- financial data such as payment related information or bank account details;
- any other personal data relating to you that you may provide.

HOW WE COLLECT THE PERSONAL INFORMATION AND WHY WE HAVE IT

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

- Personal information may be given to or collected by Victor and Partners Inc. in writing as part of a written application form or completed questionnaire, electronically (email), telephonically, online (victorandpartners.co.za) or via the various banking applications.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Deeds Offices – To register transfers, bonds, notarial servitudes and cancel bond applications.

- Master of the High Court – To give effect to legal procedures.
- Magistrate’s Court – To give effect to legal procedures.
- Municipal Office – To obtain rates clearances.
- Managing Agents – To obtain levy clearances.
- Information is collected to be able to give effect to legal transactions pursuant to instructions received from our banking clients and private clients.

WE USE THE INFORMATION THAT YOU HAVE GIVEN US TO

Some of the purposes for which we use your personal information include:

- For any legitimate business purposes relating to our services and / or business activities
- To register, transfers, bonds, notarial servitudes and cancel bonds.
- To provide legal and other services to you upon your instructions and to conduct our business.
- To fulfil our legal obligations in terms of the Financial Intelligence Centre Act 38 of 2001 and other applicable laws.
- Where your information is necessary for us to defend, prosecute or make a claim against you, us or a third party.

WE MAY SHARE THIS INFORMATION WITH

We will only share your personal information for purposes of providing services to you or any other legitimate business purpose relating to our business activities, including but not limited to, the protection of our or your rights, complaints, marketing, or enforcing any agreement between us.

Where required for our business operations, we may share your personal information with our service providers. We only share information with service providers after we enter into an agreement with the service provider to regulate the way in which the personal information will be secured.

Where the law requires us to do so, we may also share your personal information with third party service providers, agents, contractors, employees, law enforcement agencies or business affiliates. We will only share your personal information in these instances where it is necessary for us to do so and only to the extent that your

personal information is needed for such third parties to perform their services or obligations.

CONSIDERING THE PROTECTION OF PERSONAL INFORMATION ACT, THE LAWFUL BASES WE RELY ON FOR PROCESSING PERSONAL INFORMATION ARE

- (a) Your consent. You can withdraw your consent at any time. You can do this by contacting Wendy Blignaut, Tel: (011) 831-0000, wendy@victorandpartners.co.za
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

HOW WE STORE YOUR PERSONAL INFORMATION

Your information is securely stored in hard copy format in matter files and in archived files as well electronically stored on various programmes for example Ghost Practice, Storedoc.

We keep personal information collected for 7 (seven) years. We will then dispose your information by deleting the electronic copies of the private information from computer(s) where the information was stored. Shredding hard copies of any personal information with a shredder and discarding the shredded paper.

CONFIDENTIALITY

Victor and Partners Inc. will:

- treat your personal information as strictly confidential;
- take appropriate technical and organizational measures to ensure that your personal information is kept secure and is protected against unauthorized or

unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access;

- Promptly notify you within a reasonable time, if we become aware of any unauthorized use, disclosure or processing of your personal information;

HOW TO COMPLAIN

If you have any concerns about our use of your personal information, you can make a complaint to us at Tel: (011) 831-0000.

You can also send a complaint to Wendy Blignaut (Information Officer) email address wendy@victorandpartners.co.za if you are unhappy with how we have used your data or if you wish for us to stop processing your information, or lodge a complaint with:

The Information Regulator (South Africa)

33 Hoofd Street
Forum III
3rd Floor Braampark
Johannesburg
2001

From 1st April 2021

JD House
27 Stiemens Street
Braamfontein
Johannesburg
2001

P.O Box 31533
Braamfontein
Johannesburg
2017

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

General enquiries email: inforeg@justice.gov.za.