

## Information and consent in terms of the Protection of Personal Information Act, Act Number 4 of 2013

1. We would like to bring the following to your attention:
  - 1.1 For us to execute our instruction and process your transaction with the necessary care and skill, we will be required to collect and utilise your personal information for the purposes mentioned herein and all legitimate purposes related thereto.
  - 1.2 We will share your personal information within our group, SNYMANS INC, for the specific purpose of completing your transaction. Kindly note that this will only be the case if a legitimate purpose exists to do so.
  - 1.3 We may contact you for purposes similar to that of the current instruction/s, and we may use your information to attend to research and/or client complaints.
  - 1.4 Remember that you can ask us, at any time, to amend your information. You can also ask that we delete information, but we will need your reason/s for doing so. Please direct your requests in this respect to [dataprotect@snymans.com](mailto:dataprotect@snymans.com). We will provide you with a specific form/written consent to affect the change / deletion.
  - 1.5 Please note that this consent serves as a warranty that you will inform us in writing of any change in your information and should you fail to do so, that you indemnify us hereby and herewith against any claim resulting in your failure to do so.
  - 1.6 We may retain / store your personal information for the life cycle of the matter and, obviously, for a legitimate purpose, unless you object. We may also retain it if so, required by law. Kindly note that the Legal Practice Act requires us to retain your information for a period of seven years. You can rest assured that we will only keep your information if so, authorised by statute and for a legitimate purpose, which will be to provide you with our legal expertise/services as per instruction. We need to inform you that should you decide to part ways with us prematurely, we will retain your file until any outstanding fees are settled.
  - 1.7 To make life easier for you we have a data access policy that governs any requests for information from our firm as well as the deletion and amendment thereof. Please feel free to access this policy on our website or to ask any questions, which can be addressed to the information officer's desk at [dataprotect@snymans.com](mailto:dataprotect@snymans.com).
  - 1.8 We may use your information for legislative purposes including regulations by Local Authorities. In this light, please note that some Local Authorities may require us to provide them with your identification document/s and contact details in the process of transferring your property.





- 1.9 We may use your information for the purpose of direct marketing (such as our monthly newsletter) should we receive your consent / “opt in” thereto. Should you wish to receive direct marketing from us please click on the link provided in our first correspondence to you.
- 1.10 We really value your personal information and can assure you that we will deal with it according to the strictures of the POPI Act.

**SNYMANS INCORPORATED**