

POPIA POLICY

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1. Introduction

The right to privacy is an integral human right recognised and protected in the South African Constitution and in the Protection of Personal Information Act 4 of 2013 (“POPIA”).

POPIA aims to promote the protection of privacy by providing guiding principles that are intended to be applied to the processing of Personal Information in a context-sensitive manner.

Through the provision of quality goods and services, MacRobert Attorneys (“Company”) is necessarily involved in the collection, use and disclosure of certain aspects of the Personal Information of clients, customers, employees, and other stakeholders.

A person’s right to privacy entails having control over his or her Personal Information and being able to conduct his or her affairs relatively free from unwanted intrusions.

Given the importance of privacy, the Company is committed to effectively managing Personal Information in accordance with the provisions of POPIA.

To ensure transparency and compliance with POPIA, the Company provides all subjects with clear and accessible information about how their information is collected, processed, stored, and shared.

In addition, the Company upholds the rights of data subjects by ensuring that Personal Information is processed lawfully, securely, and in a manner that respects the rights of individuals, including their right to access, correct, or delete their information where applicable.

2. Definitions

2.1. Personal Information

Personal Information is any information that can be used to reveal a person’s identity. Personal Information relates to an identifiable, living, natural person, and where applicable, an identifiable, existing juristic person (such as a Company), including, but not limited to information concerning—

- race, gender, sex, pregnancy, marital status, national or ethnic origin, colour, sexual orientation, age, physical or mental health, disability, religion, conscience, belief, culture, language, and birth of a person;
- information relating to the education or the medical, financial, criminal or employment history of the person;

- any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- the biometric information of the person;
- the personal opinions, views or preferences of the person;
- correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- the views or opinions of another individual about the person;
- the name of the person if it appears with other Personal Information relating to the person or if the disclosure of the name itself would reveal information about the person.

2.2. Data Subject

This refers to the natural or juristic person to whom Personal Information relates, such as an individual client, customer or a company that supplies the Company with products or other goods.

2.3. Responsible Party

The Responsible Party is the entity that needs the Personal Information for a particular reason and determines the purpose of and means for processing the Personal Information. In this case, the Company is the Responsible Party.

2.4. Operator

An Operator means a person who processes Personal Information for a Responsible Party in terms of a contract or mandate, without coming under the direct authority of that party. For example, a third-party service provider that has contracted with the Company to shred documents containing Personal Information. When dealing with an Operator, it is considered good practice for a Responsible Party to include an indemnity clause.

2.5. Information Officer

The Information Officer is responsible for ensuring the Company's compliance with POPIA.

Where no Information Officer is appointed, the head of the Company will be responsible for performing the Information Officer's duties.

Once appointed, the Information Officer must be registered with the Information Regulator established under POPIA prior to performing his or her duties. Deputy Information Officers can also be appointed to assist the Information Officer. The Information Officer is also responsible for addressing data subject

requests, responding to complaints, and ensuring transparency regarding the Company's data processing activities.

2.6. Processing

The act of processing information includes any activity or any set of operations, whether or not by automatic means, concerning Personal Information and includes—

- the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation, or use;
- dissemination by means of transmission, distribution or making available in any other form;
- merging, linking, as well as any restriction, degradation, erasure or destruction of information.

2.7. Record

Means any recorded information, regardless of form or medium, including:

- Writing on any material;
- Information produced, recorded or stored by means of any tape-recorder, computer equipment, whether hardware or software or both, or other device, and any material subsequently derived from information so produced, recorded or stored;
- Label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means;
- Book, map, plan, graph or drawing;
- Photograph, film, negative, tape or other device in which one or more visual images are embodied so as to be capable, with or without the aid of some other equipment, of being reproduced.

2.8. Filing System

Means any structured set of Personal Information, whether centralised, decentralised or dispersed on a functional or geographical basis, which is accessible according to specific criteria.

2.9. Unique Identifier

Means any identifier that is assigned to a Data Subject and is used by a Responsible Party for the purposes of the operations of that Responsible Party, and that uniquely identifies that Data Subject in relation to that Responsible Party. Unique identifiers will not be used for unrelated processing activities without the Data Subject's knowledge and consent, except where permitted by law.

2.10. De-Identify

This means to delete any information that identifies a Data Subject, or which can be used by a reasonably foreseeable method to identify, or when linked to other information, that identifies the Data Subject. De-identified information may be used for statistical or research purposes, provided that it cannot be re-identified.

2.11. Re-Identify

In relation to the Personal Information of a Data Subject, means to resurrect any information that has been de-identified that identifies the Data Subject, or can be used or manipulated by a reasonably foreseeable method to identify the Data Subject. Re-identification of Personal Information without lawful authority is strictly prohibited under POPIA.

2.12. Consent

Means any voluntary, specific and informed expression of will in terms of which permission is given for the processing of Personal Information. Consent must be clear, unambiguous, and documented.

2.13. Direct Marketing

Means to approach a Data Subject, either in person or by mail or electronic communication, for the direct or indirect purpose of—

- promoting or offering to supply, in the ordinary course of business, any goods or services to the Data Subject; or
- requesting the Data Subject to make a donation of any kind for any reason.

2.14. Biometrics

Means a technique of personal identification that is based on physical, physiological or behavioural characterisation including blood typing, fingerprinting, DNA analysis, retinal scanning and voice recognition. Biometric data will be processed only where necessary, with strict security measures to prevent misuse or unauthorised access.

3. Policy Purpose

The purpose of this policy is to protect the Company from the compliance risks associated with the protection of Personal Information which includes:

- **Breach of Confidentiality.** For instance, the Company could suffer financial losses if it is found that the Personal Information of Data Subjects has been shared or disclosed inappropriately, either internally or externally, without lawful authority or consent.
- **Failing to offer choice.** For instance, all Data Subjects should be free to choose how and for what purpose the Company uses information relating to them. Data Subjects should also be informed of their rights to withdraw consent or object to processing when applicable.
- **Reputational Damage.** For instance, the Company could suffer a decline in shareholder value following an adverse event, such as a computer hacker deleting or misusing Personal Information held by the Company. This could also include loss of trust from external stakeholders (clients, customers) in the Company's data protection measures, which could impact long-term business relationships.
- This policy demonstrates the Company's commitment to protecting the privacy rights of Data Subjects in the following manner:
 - Through stating desired behaviour and directing compliance with the provisions of POPIA and best practice, ensuring adherence to both internal protocols and external regulatory expectations.
 - By cultivating an organisational culture that recognises privacy as a valuable personal right, with an emphasis on external transparency and accountability in how Personal Information is managed and protected.
 - By developing and implementing internal controls for the purpose of managing the compliance risk associated with the protection of Personal Information. These controls will be applied to all processing activities, whether internally or with third parties, ensuring compliance with POPIA.
 - By creating business practices that will provide reasonable assurance that the rights of Data Subjects are protected and balanced with the legitimate business needs of the Company. The Company will ensure that Data Subjects' rights are prioritised, while also meeting business objectives. Data protection will be a key consideration in all business activities, including external data-sharing arrangements.
 - By assigning specific duties and responsibilities to control owners, including the appointment of an Information Officer and where necessary, Deputy Information Officers, in order to protect the interests of the Company and Data Subjects. These officers will be

responsible for overseeing compliance, both internally and in dealings with third parties, and addressing external data subject requests or complaints.

- By raising awareness through training and providing guidance to individuals who process Personal Information so that they can act confidently and consistently. Training will also include awareness on handling external inquiries, managing Data Subject requests, and understanding the external implications of non-compliance.

4. Policy Application

This policy and its guiding principles apply to:

- The Company as the governing body;
- All branches, business units, and divisions of the Company;
- All employees, associates, and volunteers;
- All contractors, external service providers, consultants, and other persons acting on behalf of the Company.

The policy's guiding principles also apply to external parties (e.g., service providers, consultants, or any other third-party vendors) who process Personal Information on behalf of the Company. These external parties must adhere to the requirements of POPIA when processing or storing Personal Information related to the Company's operations.

5. Rights of Data Subjects

Where appropriate, the Company will ensure that its clients, customers, and any other individuals (Data Subjects) interacting with the Company are made aware of the rights conferred upon them under POPIA. The Company will ensure that it gives effect to the following rights in both internal and external engagements:

5.1. The Right to Access Personal Information

The Company recognises that a Data Subject has the right to establish whether the Company holds Personal Information related to him, her, or it, including the right to request access to that Personal Information. This right applies to all stakeholders, including but not limited to employees, clients, contractors, and third parties whose Personal Information is processed by the Company.

5.2. The Right to have Personal Information Corrected or Deleted

The Data Subject has the right to request, where necessary, that his, her, or its Personal Information must be corrected or deleted where the Company is no longer authorised to retain the Personal Information. This right extends to all individuals whose data is processed by the Company, including employees, contractors, service providers, and clients.

5.3. The Right to Object to the Processing of Personal Information

The Data Subject has the right, on reasonable grounds, to object to the processing of his, her, or its Personal Information. In such circumstances, the Company will give due consideration to the request and the requirements of POPIA. The Company may cease to use or disclose the Data Subject's Personal Information and may, subject to any statutory and contractual record-keeping requirements, also approve the destruction of the Personal Information. This applies to both internal and external stakeholders.

5.4. The Right to Object to Direct Marketing

The Data Subject has the right to object to the processing of his, her, or its Personal Information for purposes of direct marketing by means of unsolicited electronic communications. This right applies not only to internal communications but also to any external marketing activities or third-party marketing communications facilitated by the Company.

5.5. The Right to Complain to the Information Regulator

The Data Subject has the right to submit a complaint to the Information Regulator regarding an alleged infringement of any of the rights protected under POPIA and to institute civil proceedings regarding the alleged non-compliance with the protection of his, her, or its Personal Information. The Company will provide Data Subjects with accessible means to lodge complaints, whether they are internal employees or external clients.

5.6. The Right to be Informed

The Data Subject has the right to be notified that his, her, or its Personal Information is being collected by the Company. The Data Subject also has the right to be notified in any situation where the organisation has reasonable grounds to believe that the Personal Information of the Data Subject has been accessed or acquired by an unauthorised person. This applies not only to internal records but also to any data held by third-party service providers or external contractors who may process Personal Information on behalf of the Company.

6. General Guiding Principles

All employees, contractors, suppliers, and persons acting on behalf of the Company will at all times be subject to, and act in accordance with, the following guiding principles, ensuring compliance with both

internal policies and external regulatory requirements under the Protection of Personal Information Act (POPIA):

6.1. Accountability

Failing to comply with POPIA could potentially damage the Company's reputation or expose it to regulatory fines, penalties, or civil claims for damages. The protection of Personal Information is therefore a shared responsibility of all internal and external parties engaging with the Company.

The Company will ensure compliance with POPIA and the guiding principles outlined in this policy through the enforcement of appropriate measures. Sanctions, including disciplinary actions and contractual penalties, will be imposed on individuals, contractors, or suppliers who, through intentional or negligent actions and/or omissions, fail to comply with the principles and responsibilities outlined in this policy.

6.2. Processing Limitation

The Company will ensure that Personal Information under its control is processed:

- in a fair, lawful and non-excessive manner, and
- only with the informed consent of the Data Subject, and
- only for a specifically defined purpose.

The Company will inform the Data Subject of the reasons for collecting his, her or its Personal Information and obtain written consent prior to processing Personal Information. Alternatively, where services or transactions are concluded over the telephone or electronic video feed, the Company will maintain a voice recording of the stated purpose for collecting the Personal Information followed by the Data Subject's subsequent consent.

The Company will under no circumstances distribute or share Personal Information between separate legal entities, associated organisations (such as subsidiary companies) or with any individuals that are not directly involved with facilitating the purpose for which the information was originally collected.

Where applicable, the Data Subject must be informed of the possibility that their Personal Information will be shared with other aspects of the Company's business and be provided with the reasons for doing so.

6.3. Purpose Specification

All the Company's business activities must be guided by transparency. Personal Information will only be processed for specific, explicitly defined, and legitimate reasons. Data Subjects, whether employees, clients, suppliers, or external contractors, will be informed of these reasons before data collection.

6.4. Further Processing Limitation

Personal Information will not be processed for a secondary purpose unless it is compatible with the original purpose. Where secondary processing is required and is not aligned with the initial purpose, the Company will seek additional consent from the Data Subject, ensuring compliance with POPIA's data processing principles for both internal and external engagements.

6.5. Information Quality

The Company will take reasonable steps to ensure the accuracy, completeness, and reliability of collected Personal Information. The importance of data accuracy will be directly proportional to the sensitivity and purpose of the data.

Where Personal Information is sourced from third parties, the Company will take necessary measures to verify its correctness, either by direct validation with the Data Subject or through other legitimate sources.

6.6. Open Communication

The Company will take reasonable steps to ensure that Data Subjects are notified (are at all times aware) that their Personal Information is being collected including the purpose for which it is being collected and processed.

The Company will ensure that it establishes and maintains a "contact us" facility, for instance via its website or through an electronic helpdesk, for Data Subjects who want to—

- enquire whether the Company holds related Personal Information, or
- request access to related Personal Information, or
- request the Company to update or correct related Personal Information, or
- make a complaint concerning the processing of Personal Information.

6.7. Security Safeguards

The Company will manage the security of its filing / data record-keeping system to ensure that Personal Information is adequately protected. To this end, security controls will be implemented in order to minimise the risk of loss, unauthorised access, disclosure, interference, modification or destruction.

Security measures also need to be applied in a context-sensitive manner. For example, the more sensitive the Personal Information, such as medical information or credit card details, the greater the security required.

The Company will continuously review its security controls which will include regular testing of protocols and measures put in place to combat cyber-attacks on the Company's IT network. The Company will ensure that all paper and electronic records comprising Personal Information are securely stored and made accessible only to authorised individuals.

All new employees will be required to sign employment contracts containing contractual terms for the use and storage of employee information. Confidentiality clauses will also be included to reduce the risk of unauthorised disclosures of Personal Information for which the Company is responsible. All existing employees will, after the required consultation process has been followed, be required to sign an addendum to their employment containing the relevant consent and confidentiality clauses.

The Company's operators and third-party service providers will be required to enter into service level agreements with the organisation where both parties pledge their mutual commitment to POPIA and the lawful processing of any Personal Information pursuant to the agreement.

6.8. Data Subject Participation

Data Subjects have the right to request corrections or deletions of their Personal Information. The Company will provide mechanisms for such requests, ensuring accessibility for all affected Data Subjects such as clients, contractors, and suppliers.

Where applicable, the Company will provide options for Data Subjects to withdraw consent, including unsubscribing from marketing communications or requesting the restriction of processing activities.

7. Information Officers

The Company has appointed an Information Officer and, where necessary, a Deputy Information Officer to support the Information Officer in fulfilling their responsibilities.

The Information Officer is responsible for ensuring the Company's compliance with POPIA. This includes implementing policies, monitoring data protection practices, responding to information requests, and managing data security risks.

Once appointed, the Company will register the Information Officer with the Information Regulator as required under POPIA, ensuring they are formally recognised before performing their duties.

8. Specific Duties and Responsibilities

8.1. Governing Body

The Company's governing body cannot delegate its accountability and is ultimately answerable for ensuring that the Company meets its legal obligations in terms of POPIA, both internally and externally.

The governing body may however delegate some of its responsibilities in terms of POPIA to management or other capable individuals.

The governing body is responsible for ensuring that:

- The Company appoints an Information Officer, and where necessary, a Deputy Information Officer;
- All persons responsible for the processing of Personal Information on behalf of the Company—internally and externally—
 - Are appropriately trained and supervised to do so;
 - Understand that they are contractually obligated to protect the Personal Information they come into contact with; and
 - Are aware that a willful or negligent breach of this policy's processes and procedures may lead to disciplinary action being taken against them.
- Data Subjects (employees, clients, suppliers, or other stakeholders) who want to make enquiries about their Personal Information are made aware of the procedure that needs to be followed should they wish to do so;
- Periodic POPIA Audits are scheduled in order to accurately assess and review the ways in which the Company collects, holds, uses, shares, discloses, destroys, and processes Personal Information, including processing by external parties.

8.2. Information Officer

The Company's Information Officer is responsible for:

- Taking steps to ensure the Company's compliance with the provision of POPIA, including compliance in external data-sharing and processing engagements.
- Keeping the governing body updated about the Company's information protection responsibilities under POPIA. For instance, in the case of a security breach, the Information Officer must inform and advise the governing body of their obligations pursuant to POPIA.
- Continually analysing privacy regulations and aligning them with the Company's Personal Information processing procedures, both internally and in external contracts. This will include reviewing the Company's information protection procedures and related policies.
- Ensuring that POPIA Audits are scheduled and conducted on a regular basis, covering both internal and external compliance.

- Ensuring that the Company makes it convenient for Data Subjects, who want to update their Personal Information or submit POPIA-related complaints to the Company. For instance, maintaining a “contact us” facility on the Company’s website.
- Approving any contracts entered into with Operators, employees, and other third parties which may have an impact on the Personal Information held by the Company. This includes ensuring that external service providers processing Personal Information on behalf of the Company meet POPIA compliance requirements.
- Encouraging compliance with the conditions required for the lawful processing of Personal Information.
- Ensuring that employees, external contractors, and other persons acting on behalf of the Company are fully aware of the risks associated with the processing of Personal Information and that they remain informed about the Company’s security controls.
- Organising and overseeing the awareness training of employees and other individuals, including external contractors, involved in the processing of Personal Information on behalf of the Company.
- Addressing Data Subjects’ POPIA-related questions.
- Addressing all POPIA-related requests/complaints made by the Data Subjects.
- Working with the Information Regulator in relation to any ongoing investigations. The Information Officer will act as the contact point for the Information Regulator on issues relating to the processing of Personal Information and will consult with the Information Regulator where appropriate. The Deputy Information Officer, if appointed, will assist the Information Officer in performing these duties.

8.3. IT Manager

The Company’s IT Manager is responsible for:

- Ensuring that the Company’s IT infrastructure, filing systems and any other devices used for processing Personal Information meet acceptable security standards;
- Ensuring that all electronically held Personal Information is kept only on designated drives and servers and uploaded only to approved cloud computing services;
- Ensuring that servers containing Personal Information are sited in a secure location, away from the general office space;
- Ensuring that all electronically stored Personal Information is backed-up and tested on a regular basis;
- Ensuring that all back-ups containing Personal Information are protected from unauthorised access, accidental deletion and malicious shacking attempts;
- Ensuring that Personal Information being transferred electronically is encrypted;
- Ensuring that all servers and computers containing Personal Information are protected by a firewall and the latest security software;

- Performing regular IT audits to ensure that the security of the Company's hardware and software systems are functioning properly;
- Performing regular IT audits to verify whether electronically stored Personal Information has been accessed or acquired by any unauthorised persons;
- Performing a proper due diligence review prior to contracting with operators or any other third-party service providers to process Personal Information on the Company's behalf. For instance, cloud computing services.

8.4. Marketing and Communication Manager

The Company's Marketing and Communication Manager is responsible for:

- Approving and maintaining privacy statements and disclaimers on websites, emails, and marketing materials, ensuring compliance for both internal and external communications.
- Addressing Personal Information protection queries from journalists, media outlets, and external stakeholders.
- Ensuring that any outsourced marketing initiatives that involve Personal Information comply with POPIA.

8.5. Employees and other Persons acting on behalf of the Company

Employees and other persons acting on behalf of the Company will, during the course of the performance of their services, gain access to and become acquainted with the Personal Information of certain clients, suppliers, and other employees.

Employees and other persons acting on behalf of the Company are required to treat Personal Information as a confidential business asset and to respect the privacy of Data Subjects.

Employees and other persons acting on behalf of the Company may not directly or indirectly, utilise, disclose or make public in any manner to any person or third party, either within the Company or externally, any Personal Information, unless such information is already publicly known or the disclosure is necessary in order for the employee or person to perform his or her duties.

Employees and other persons acting on behalf of the Company must request assistance from their line manager or the Information Officer if they are unsure about any aspect related to the protection of a Data Subject's Personal Information.

Employees and other persons acting on behalf of the Company will only process Personal Information where:

- The Data Subject, or a competent person where the Data Subject is a child, consents to the processing; or
- The processing is necessary to carry out actions for the conclusion or performance of a contract to which the Data Subject is a party; or
- The processing complies with an obligation imposed by law on the Responsible Party; or
- The processing protects a legitimate interest of the Data Subject; or
- The processing is necessary for pursuing the legitimate interests of the Company or of a third party to whom the information is supplied.

Furthermore, Personal Information will only be processed where the Data Subject:

- Clearly understands why and for what purpose his, her or its Personal Information is being collected; and
- Has granted the Company with explicit written or verbally recorded consent to process his, her or its Personal Information.

Employees and other persons acting on behalf of the Company will consequently, prior to processing any Personal Information, obtain a specific and informed expression of will from the Data Subject, in terms of which permission is given for the processing of Personal Information.

Informed consent is therefore when the Data Subject clearly understands for what purpose his, her or its Personal Information is needed and who it will be shared with.

Consent can be obtained in written form which includes any appropriate electronic medium that is accurately and readily reducible to printed form. Alternatively, the Company will keep a voice recording of the Data Subject's consent in instances where transactions are concluded telephonically or via electronic video feed.

Consent to process a Data Subject's Personal Information will be obtained directly from the Data Subject, except where—

- the Personal Information has been made public, or
- where valid consent has been given to a third party, or
- the information is necessary for effective law enforcement.

Employees and other persons acting on behalf of the Company will under no circumstances:

- Process or have access to Personal Information where such processing or access is not a requirement to perform their respective work-related tasks or duties;
- Save copies of Personal Information directly to their own private computers, laptops or other mobile devices like tablets or smart phones. All Personal Information must be accessed and updated from the Company's central database or a dedicated server;
- Share Personal Information informally. In particular, Personal Information should never be sent by email, as this form of communication is not secure. Where access to Personal Information is required, this may be requested from the relevant line manager or the Information Officer.
- Transfer Personal Information outside of South Africa without the express permission from the Information Officer. Employees and other persons acting on behalf of the Company are responsible for—
 - keeping all Personal Information that they come into contact with secure, by taking sensible precautions and following the guidelines outlined within this policy;
 - ensuring that Personal Information is held in as few places as is necessary. No unnecessary additional records, filing systems and data sets should therefore be created;
 - ensuring that Personal Information is encrypted prior to sending or sharing the information electronically. The IT Manager will assist employees and where required, other persons acting on behalf of the Company, with the sending or sharing of Personal Information to or with authorised external persons;
 - ensuring that all computers, laptops and devices such as tablets, flash drives and smartphones that store Personal Information are password protected and never left unattended. Passwords must be changed regularly and may not be shared with unauthorised persons;
 - ensuring that their computer screens and other devices are switched off or locked when not in use or when away from their desks;
 - ensuring that where Personal Information is stored on removable storage medias e.g. external drives/CDs/DVDs that these are kept locked away securely when not in use;
 - ensuring that where Personal Information is stored on paper, that such hard copy records are kept in a secure place where unauthorised people cannot access it. For instance, in a locked drawer of a filing cabinet;
 - ensuring that where Personal Information has been printed out, that the paper printouts are not left unattended where unauthorised individuals could see or copy them. For instance, close to the printer;

- taking reasonable steps to ensure that Personal Information is kept accurate and up to date. For instance, confirming a Data Subject's contact details when the client or customer phones or communicates via email. Where a Data Subject's information is found to be out of date, authorisation must first be obtained from the relevant line manager or the Information Officer to update the information accordingly;
- taking reasonable steps to ensure that Personal Information is stored only for as long as it is needed or required in terms of the purpose for which it was originally collected. Where Personal Information is no longer required, authorisation must first be obtained from the relevant line manager or the Information Officer to delete or dispose of the Personal Information in the appropriate manner;
- undergoing POPIA Awareness training from time to time.

Where an employee, or a person acting on behalf of the Company, becomes aware or suspicious of any security breach such as the unauthorised access, interference, modification, destruction or the unsanctioned disclosure of Personal Information, he or she must immediately report this event or suspicion to the Information Officer or the Deputy Information Officer.

9. POPIA Audit

The Company's Information Officer will schedule periodic POPIA Audits.

The purpose of a POPIA audit is to:

- Identify the processes used to collect, record, store, disseminate and destroy Personal Information;
- Determine the flow of Personal Information throughout the Company. For instance, the Company's various business units, divisions, branches, and other associated organisations;
- Redefine the purpose for gathering and processing Personal Information;
- Ensure that the processing parameters are still adequately limited;
- Ensure that new Data Subjects are made aware of the processing of their Personal Information;
- Re-establish the rationale for any further processing where information is received via a third party;
- Verify the quality and security of Personal Information;
- Monitor the extent of compliance with POPIA and this policy;
- Monitor the effectiveness of internal controls established to manage the Company's POPIA related compliance risk.

In performing the POPIA Audit, Information Officers will liaise with line managers in order to identify areas within in the Company's operation that are most vulnerable or susceptible to the unlawful processing of Personal Information.

Information Officers will be permitted direct access to and have demonstrable support from line managers and the Company's governing body in performing their duties.

10. Request to Access Personal Information Procedure

Data Subjects have the right to:

- Request what Personal Information the Company holds about them and why;
- Request access to their Personal Information, and
- Be informed how to keep their Personal Information up to date.

Access to information requests can be made by email, addressed to the Information Officer. The Information Officer will provide the Data Subject with a "Personal Information Request Form" to be obtained from the Company's Information Office.

Once the completed form has been received, the Information Officer will verify the identity of the Data Subject prior to handing over any Personal Information. All requests will be processed and considered against the Company's PAIA Manual.

The Information Officer will process all requests within a reasonable time.

11. POPIA Complaints Procedure

Data Subjects have the right to complain in instances where any of their rights under POPIA have been infringed upon. The Company takes all complaints very seriously and will address all POPIA related complaints in accordance with the following procedure:

- POPIA complaints must be submitted to the Company in writing. Where so required, the Information Officer will provide the Data Subject with a "POPIA Complaint Form".
- Where the complaint has been received by any person other than the Information Officer, that person will ensure that the full details of the complaint reach the Information Officer within 1 working day;
- The Information Officer will provide the complainant with a written acknowledgement of receipt of the complaint within 2 working days;

- The Information Officer will carefully consider the complaint and address the complainant's concerns in an amicable manner. In considering the complaint, the Information Officer will endeavour to resolve the complaint in a fair manner and in accordance with the principles outlined in POPIA;
- The Information Officer must also determine whether the complaint relates to an error or breach of confidentiality that has occurred and which may have a wider impact on the Company's Data Subjects;
- Where the Information Officer has reason to believe that the Personal Information of Data Subjects has been accessed or acquired by an unauthorised person, the Information Officer will consult with the Company's governing body where after the affected Data Subjects and the Information Regulator will be informed of this breach;
- The Information Officer will revert to the complainant with a proposed solution with the option of escalating the complaint to the Company's governing body within 7 working days of receipt of the complaint. In all instances, the Company will provide reasons for any decisions taken and communicate any anticipated deviation from the specified timelines;
- The Information Officer's response to the Data Subject may comprise any of the following:
 - A suggested remedy for the complaint;
 - A dismissal of the complaint and the reasons as to why it was dismissed;
 - An apology (if applicable) and any disciplinary action that has been taken against any employees involved.
- Where the Data Subject is not satisfied with the Information Officer's suggested remedies, the Data Subject has the right to complain to the Information Regulator;
- The Information Officer will review the complaints process to assess the effectiveness of the procedure on a periodic basis and to improve the procedure where it is found wanting. The reason for any complaints will also be reviewed to ensure the avoidance of occurrences giving rise to POPIA related complaints.

12. Disciplinary Action

Where a POPIA complaint or a POPIA infringement investigation has been finalised, the Company may recommend any appropriate administrative, legal and/or disciplinary action to be taken against any employee reasonably suspected of being implicated in any non-compliant activity outlined within this policy.

In the case of ignorance or minor negligence, the Company will undertake to provide further awareness training to the employee.

Any gross negligence or the willful mismanagement of Personal Information, will be considered a serious form of misconduct for which the Company may summarily dismiss the employee. Disciplinary procedures will commence where there is sufficient evidence to support an employee's gross negligence.

Examples of immediate actions that may be taken subsequent to an investigation include:

- A recommendation to commence with disciplinary action;
- A referral to appropriate law enforcement agencies for criminal investigation;
- Recovery of funds and assets in order to limit any prejudice or damages caused.

13. Validity and document management

This document is valid as of 01 April 2025.

The owner of this document is the Information Officer and the reviewer is the Practice Manager, who must check and, if necessary, arrange for the update of the document at least once a year.

The Chairman of MacRobert Attorneys Board approves Policies.

Board Chairman
Gerhardt Van Der Merwe



Signature

1 April 2025

Date