

CLUVER MARKOTTER INC.: POPIA NOTICE

1. INTRODUCTION

- 1.1. Cluver Markotter Inc processes personal information and other confidential information of individuals and juristic persons to deliver legal services to our clients. The nature of the personal information which we process, depends on the legal service we render in each matter, as well as the legislative requirements to be adhered to by us.
- 1.2. We are obliged to process personal information in accordance with the provisions of the Protection of Personal Information Act, no. 4 of 2013 ('the POPI Act'). This notice constitutes our policy statement to declare our firm's commitment to comply with the POPI Act when processing personal information and special personal information, as defined in paragraphs 8.5 and 8.9 below.
- 1.3. This notice forms part of our agreement with you and is available on our website www.cluvermarkotter.law and, upon request, from our office.

2. PURPOSE OF PROCESSING PERSONAL INFORMATION

- 2.1. We process personal information primarily to deliver legal services to our clients. We also process personal information -
 - 2.1.1. for personalised marketing purposes, if you are a client of our firm or if you elected to receive marketing material from us. Please note that you have a choice not to have their personal information used for marketing purposes.
 - 2.1.2. to send newsletters to our clients and others who have elected to receive newsletters from us. Please note that clients have a choice not to receive newsletters from us.
 - 2.1.3. to conduct client satisfaction research.
 - 2.1.4. for audit and record keeping purposes.
 - 2.1.5. to deal with requests and enquiries about personal information held by us and to update this information, when advised by you.
 - 2.1.6. should you apply for employment at our firm, to process your application.
 - 2.1.7. for the detection and prevention of fraud, crime, money laundering or other malpractices.
 - 2.1.8. in connection with legal proceedings.
 - 2.1.9. in connection with and to comply with legal and regulatory requirements (eg the requirements of the Financial Intelligence Centre Act no. 38 of 2001) or when it is otherwise required by law.

When you contact us by email, other means of electronic communication, telephone, post, or telefax, we collect, store, use and keep record of certain personal information that you disclose to us.



CLICK HERE TO READ MORE

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