



PRIVACY POLICY

1. INTRODUCTION

Wayne Draper Attorneys understands how important it is for us to keep your information private and protected.

We endeavor to always maintain the highest level of protection that can be afforded to keeping your private, personal and sensitive information safe.

Wayne Draper Attorneys reserves the right to amend and update this Privacy Policy at any time, as we see fit and to be in line with ever changing current legislation.

2. COLLECTION OF INFORMATION

We collect information when you contact us directly, request us to provide you with a service to assist with your personal legal issue, when you visit our offices and when you use/engage/interact with our website/social media accounts.

Information may be collected, either, directly from you or third parties/other sources (example - estate agents or other legal representatives).

By providing us with your Personal Information, you –

- agree to this policy and authorise us to process such information as set out herein; and
- authorise Wayne Draper Attorneys, its associates, our service providers and other third parties to Process your Personal Information for the purpose stated in this Policy.

3. TYPE OF INFORMATION COLLECTED

Physical consultations and/or website and/or social media account use/engagement/interactions may result in us being naturally exposed to the collection of the following information that is pertinent for us to assist a client(s) with his/her/their legal matter:

Including, but not limited to – A persons name and surname, age/date of birth, ID number, contact details, physical/email address, financial information, employment history, religious/philosophical beliefs, race or ethnic origin, gender, trade union membership, political persuasion, health status, sexlife, biometric information or criminal behavior.

WAYNE ANTHONY DRAPER B.Com-LLB

Litigation, Collections, Transfer of Properties, Commercial Agreements, Pre-nuptial Contracts, Labour Disputes, Divorces, Wills



4. PURPOSE FOR COLLECTING AND PROCESSING INFORMATION

We require the type(s) of information provided in paragraph 3 above in order to provide a service(es) to our client(s), that he/she/they has/have consented to, and/or processing/compliance is required by law, thus to provide and enable us to communicate with our client(s), improve service(es), run internal operations and exercise/defend a client(s) legal right(s), which is in the ordinary course of business.

5. DISCLOSURE OF INFORMATION

We will only disclose your information to third parties in the following circumstances, which include but are not limited to, for a legitimate purpose:

- 5.1 required/authorized by law or a court order,
- 5.2 to enforce our rights or our clients rights,
- 5.3 to provide services to our client(s).

Third parties are, but not limited to:

- 5.4 advocates and other legal professionals,
- 5.5 our third party service/research providers,
- 5.6 government authorities, organs of state, regulators, courts and court personal, tribunals and law enforcement agencies.

6. TRANSFER OF PERSONAL INFORMATION

Information in our possession will be transferred with utmost care, and only necessary information that is required will be transferred, same includes a secondary purpose which is closely linked to the primary purpose.

7. RETENTION OF INFORMATION

Information in our possession will only be held by us for as long as it is required, and only for the purpose that it is required for, for an amount of time that it is needed for in order for us to provide our client(s) with legal services and for as long as it may be necessary in accordance with the law.

WAYNE ANTHONY DRAPER B.Com-LLB

Litigation, Collections, Transfer of Properties, Commercial Agreements, Pre-nuptial Contracts, Labour Disputes, Divorces, Wills



8. SECURITY

We have taken all possible steps to ensure that your information is protected and to mitigate unauthorized access to same.

For the specific security measures and security breach measures that we have in place, please read our POPI compliance manual that can be found on the website.

9. YOUR RIGHTS

In terms of the Protection of Personal Information Act 4 of 2013 and Promotion of Access to Personal Information, whereby you may ask us to confirm, amend or remove information in our possession.

Please feel free to read our POPI manual which further explains our undertaking to our clients, your rights, security safeguards and security breach mechanisms.

WAYNE ANTHONY DRAPER B.Com-LLB

Litigation, Collections, Transfer of Properties, Commercial Agreements, Pre-nuptial Contracts, Labour Disputes, Divorces, Wills