

1. Introduction

LIPCO Group (Pty) Ltd (“LAW FOR ALL”) processes personal information of clients, employees and other stakeholders in the performance of its ordinary business, using various channels and platforms (website, email, mobile sites and applications, physical forms etc). We treat the personal information collected as private and confidential and are committed to doing this in keeping with our responsibilities under the applicable data protection and privacy laws.

Respecting and protecting the privacy and personal information of our clients, employees and stakeholders is a constitutional right LAW FOR ALL takes seriously. We therefore adhere to good business practice and implement organisational and technical procedures to keep your personal information safe from loss, unauthorised destruction, damage or access to your personal information by unauthorised third parties.

2. Lawful Processing of Personal Information

We process your personal information in a manner that upholds the following eight (8) Protection of Personal Information Act (POPIA) principles:

Accountability – making sure that your personal information is processed in a lawful and responsible manner.

Processing limitation – collecting your personal information for a defined purpose and where applicable, with the necessary consent .

Purpose specification – using your personal information for the purposes that you expect us to use it for.

Further processing limitation – where a new purpose for processing your personal information is inconsistent with the original purpose/reason we collected it, we will make sure that our processing activities meet the requirements of the applicable data protection laws.

Information quality – reasonable steps are taken to ensure that personal information is accurate, complete, up to date and not misleading.

Openness – being open, clear and honest with you on how and why we use your personal information and how we protect it.

Security safeguards – applying and following appropriate and reasonable technical and organisational measures to ensure that confidentiality, integrity and availability of your personal information are secured and protected against loss, damage, unauthorised destruction or unlawful access.

Data subject participation – having processes in place for you to access, correct and delete your personal information and exercise your rights in terms of applicable data protection laws.

3. Lawful Grounds for Processing Personal Information

Consent

We process your personal information for a specific and explicitly defined purpose where you, or a competent person in the case of personal information relating to a minor, provide us with your express consent for such processing or where the law requires it. It is your constitutional right to give or withhold express consent to process your personal information.

By providing us with your Personal Information, you agree to this POPI Statement and authorise us to process such information as set out herein. This includes any associated entities or third parties acting on our behalf for the purposes set out in this statement.

Contractual need

In the running of our operations, LAW FOR ALL may enter into a contract with you and may process personal information in the performance of our obligations under such contract.

4. Your Rights

If you have any comment, question, or complaint about how we process your personal information, please email us at compliance@lawforall.co.za in order to allow us to resolve your query in a timeous and effective manner. In addition, if you are a South African citizen and not satisfied with how we handle your personal information query, you may submit a formal complaint to the Information Regulator at www.justice.gov.za/inforeg. You can make contact at:

The Information Regulator (South Africa)

JD House 27 Stiemens Street Braamfontein Johannesburg, 2001

PO Box 31533

Braamfontein Johannesburg 2107

E-mail: POPIAComplaints@inforegulator.org.za

As you know, we live in a time where very little is 100% secure and therefore, we ask that if you suspect any security breach as far as your personal information is concerned, to please notify us immediately so that we can take the necessary action. You can do so by sending an email to both addresses mentioned in this POPI Statement.

