



DATA PROCESSING POLICY

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This processing notice applies to the personal information (the "Content") processed by S. RAMRACHIASINGH & ASSOCIATES, the clients of S. RAMRACHIASINGH & ASSOCIATES are referred to in this processing statement as our "Stakeholders".

This notice is in compliance with the Protection of Personal Information Act 4 of 2013. S. RAMRACHIASINGH & ASSOCIATES endeavours to limit the Processing and sharing of your personal information to the purposes of this Data Processing Notice.

1. About This Processing Policy

This processing policy applies to the personal information (the "Content") processed by S. RAMRACHIASINGH & ASSOCIATES to:

- add new customers / suppliers / service providers / employees (hereinafter referred to as stakeholders) onto our system.
- attend to the necessary tasks in the recruitment / employment / payroll process.
- Act as per our client's instructions (conveyancing / legal advising / litigation / deceased estate administration or planning / debt collections / criminal litigation / RAF claims etc).

2. Why Do We Collect Personal Information?

We collect Content in order to accurately and in accordance with our legal and ethical guidelines, carry out all legal work and:

- To generate invoices for work done

- Process documentation in accordance with FICA and other legislative obligations.
- Attend to the necessary tasks related to a conveyancing transaction, including but not limited to :-
 - Capturing information on our conveyancing software, E4;
 - Generating Pro – Forma statements;
 - Applying for rates figures from the respective municipality;
 - Opening of investment accounts.
- Pay suppliers and service providers
- Perform pre-employment checks during our recruitment process
- Pay Employees
- For Marketing purposes

We do use the Content for research and analytical purposes to improve the Services we offer, to our customers as detailed above.

3. Information Processed

The stakeholder information we process may include:

Service Providers:

- Company Name
- Vat Number
- Addresses
- Contact numbers
- Email addresses
- Bank Account Details

Employees:

- Employee names
- Identity numbers
- Race
- Gender
- Addresses
- Telephone numbers
- Email addresses
- Income Tax number
- Medical Records

Clients:

- Full names / Company Name
- CIPC Records
- Identity Numbers
- VAT Numbers

- Addresses (Residential and Postal)
- Contact Numbers
- Income Tax Numbers
- Email Addresses
- Marital Status
- Bank Account details
- Employment status / details

4. Who We Hold Information on?

Our Content includes personal information about:

- Customers
- Clients
- Service providers
- Employees

5. Information Recipients

We share information with:

- Our regulatory body – The Legal Practice Council
- Credit Insurers
- Third Party Attorneys
- External Auditors
- Third Party Service Providers.
- Credit Bureaus.