

MDA ATTORNEYS PRIVACY POLICY



Construction & Technology Attorneys

PRIVACY POLICY

Summary

This Privacy notice explains what information Hattingh Massey Bennett Inc t/a MDA Attorneys ('we', 'us', and 'our') gather about you, what we use that information for, and who we give that information to. It also sets out your rights in relation to your information and who you can contact for more information or queries.

Personal information

Personal information is anything that enables you to be identified or identifiable, e.g. your name, email address or telephone number. It is defined in POPIA as information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person.

Collection of personal information

Below are some examples of how you may provide personal information to us:

- Giving us instructions;
- Contacting us (e.g. email or telephone);
- Subscribing to our newsletters and/or publications;
- Registering for events and conferences;
- Attending training courses;
- Contacting us for further information; and/or
- Providing us with business cards or other contact information.

Use of personal information

When you provide personal information to us, we may use it for any of the purposes described in this Privacy Policy or as stated at the point of collection (or as obvious from the context of collection), including:

- To provide legal advice and services;
- To confirm and authenticate your identity;
- To update and enhance our records;

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- To manage our practice, statutory returns and legal and regulatory compliance;
- To conduct quality and risk management reviews;
- To monitor and enforce compliance with our Terms of Business;
- Any other purposes for which you provided the information to us, including any of the purposes given in the 'collection of personal information' section above.

Legal grounds for processing personal information

We rely on one or more of the following processing conditions:

- To perform our contractual obligations to you;
- To satisfy any legal and regulatory obligations to which we are subject;
- To satisfy our legitimate interests in the effective delivery of information and services to you and in the effective and lawful operation of our businesses (provided these do not interfere with your rights);
- (Where no other condition for processing is available) if you have given us your consent to process your personal information.

Security of personal information

We have implemented generally accepted standards of technology and operational security to protect personally identifiable information from loss, misuse, alteration or destruction. Only authorised persons are provided access to personally identifiable information we have collected, and such individuals have agreed to maintain the confidentiality of this information.

Although we use appropriate security measures once we have received your personal data, the transmission of data over the internet (including by e-mail) is never completely secure. We endeavor to protect personal data, but we cannot guarantee the security of data transmitted to or by us.

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We have implemented generally and industry specific security practices to secure the integrity and confidentiality of personal information in our possession and/or under our control to prevent any loss of, damage to or unauthorised destruction and access to or processing of the information.

We undertake to, as soon as practicable, notify the Regulator and the data subject in the event that there are reasonable grounds to believe that the personal information of a data subject has been accessed or acquired by an unauthorised person. Such notification will be communicated in the accepted means of communication.

We undertake to take the necessary steps to address a security compromise and hold ourselves harmless to the extent that a recommendation the measures to be taken to mitigate possible adverse effects upon the data subject was issued and not acted upon.

Sharing personal information

We may transfer, share or disclose the personal data we collect from you to third parties (and their respective subcontractors, and/or their subsidiaries and affiliates) for:

- The purposes for which the information has been submitted;
- The purposes listed above under use of personal information;
- Other internal or administrative purposes.

Other disclosures

We may also disclose personal information to third parties under the following circumstances:

- When explicitly requested by you;
- When required to deliver publications or reference materials as requested by you;
- For legal or regulatory compliance purposes; and/or

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- As otherwise set out in this privacy statement.

We may also disclose your personal information to law enforcement, regulatory and other government agencies and to professional bodies and other third parties, as required by and/or in accordance with applicable law or regulation.

Retention of personal information

We will retain your personal information only for as long as we need it, given the purposes for which it was collected, or as required or authorised by law.

To find out more about how we comply with the responsibilities and obligations relating to the storage and destruction of personal data you can review our Retention Policy.

Marketing

Where we are legally required to obtain your consent to provide you with marketing materials, we will only provide you with such marketing materials if you have provided consent for us to do so.

If you opt into any communication, you will receive emails known as newsletters, newsflashes, Collective Wisdom Conference information or First Aid for Contracts mailers.

If you want to unsubscribe from mailing lists you should look for and follow the instructions we have provided in the relevant communications to you. Alternatively, you can at any time contact us to request that such communications cease.

We keep contact information (e.g. email addresses) until a user unsubscribes or requests that we delete that information. If you choose to unsubscribe we may keep certain limited information about you so that we may honour your request.

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Rights in relation to your information

You have certain rights in relation to the personal information we hold about you. In particular, you have the right to:

- Request a copy of personal information we hold about you;
- Ask that we update the personal information we hold about you, or correct such personal information that you think is incorrect or incomplete;
- Ask that we delete personal information that we hold about you, or restrict the way in which we use such personal information;
- Object to our processing of your personal information; and/or
- Withdraw your consent to our processing of your personal information (to the extent such processing is based on consent and consent is the only permissible basis for processing).

If you would like to exercise these rights or understand if these rights apply to you, please contact us using the one of the following means below.

Contact us

If you have any questions or complaints about this Privacy Policy or the way your personal information is processed by us, or would like to exercise one of your rights set out above, please contact us by one of the following means below.

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Hattingh Massey Bennett Inc.
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Reg No. 2014/157282/21



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