



Levin Tatani Incorporated

PRIVACY POLICY

1. Introduction:

- a. The purpose of this privacy policy (“this Policy”) is to advise our clients on how we protect their personal information.
- b. By providing Levin Tatanis Inc with your personal information, you-
 - i. Agree to this policy and authorise Levin Tatanis to process your information in accordance with the conditions set out in POPIA and as described in the initial consent;
 - ii. Consent to the information being distributed to third parties for purposes of perusing for the purposes as set out in the aforementioned consent;

2. Definitions:

- a. “**consent**” means any voluntary, specific and informed expression of will in terms of which permission is given to the processing of personal information;
- b. “**data subject**” means the person to whom personal information relates;
- c. “**Directors**” means the directors of Levin Tatanis Inc;
- d. “**filing system**” means any structured set of personal information, whether centralised, decentralised or dispersed on a functional or geographical basis, which is accessible according to specific criteria;
- e. “**information officer**” of, or in relation to, a-
 - i. public body means an information officer or deputy information officer as contemplated in terms of section 1 or 17; or
 - ii. private body means the head of a private body as contemplated in section 1, of the POPIA;

- f. **“Operator”** means any person or entity that processed personal information on behalf of the Responsible Party;
- g. **“personal information”** means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to;
- i. Information relating to race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
 - ii. information relating to the education or the medical, financial, criminal or employment history of the person;
 - iii. any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - iv. the biometric information of the person;
 - v. the personal opinions, views or preferences of the person;
 - vi. correspondence sent by the person who is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
 - vii. the views or opinions of another individual about the person, and;
 - viii. the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person;
- h. **“processing”** means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including-

- i. the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
 - ii. dissemination by means of transmission, distribution or making available in any other form;
 - iii. merging, linking, as well as restriction, degradation, erasure or destruction of information
- i. **“responsible party”** means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means of processing of personal information;

3. Collection of personal information

- a. Levin Tatanis Inc may collect or obtain personal information about you-
 - i. Directly from you;
 - ii. In the course of providing legal services;
 - iii. From third parties for purposes of providing legal services

4. Categories of information to be processed:

- a. Demographic information such as your gender, date of birth, age and language preferences;
- b. Identifier information such as your passport or identity number;
- c. Contact details such as your contact number and email address;
- d. Medical information which may be contained in hospital records, clinical notes and documentation, if any, provided by your medical aid for purposes of providing legal services;
- e. Information required for purposes of investigating your claim;
- f. Salary information received either by yourself or your employer;
- g. Payment details;

5. Sensitive Personal Information:

We undertake to process sensitive personal information with the utmost of care, same to be processed only for a legitimate purpose and in accordance with the conditions as set out in POPIA

6. Purpose of processing and legal basis:

- a. Levin Tatanis Inc may process your personal information in the ordinary course of its business of providing legal services;
- b. To comply with applicable law, as may be required by any law enforcement agency;
- c. Transfer to third parties

7. Disclosure of personal information to third parties:

- a. Levin Tatanis Inc may provide your personal information to your medical aid, if any, and/or its representatives;
- b. Experts, which experts will include medical experts, experts in respect of merits and/or any other expert which Levin Tatanis Inc may deem necessary for purposes of investigating and finalizing your claim;
- c. Legal counsel;
- d. Legal and regulatory authorities, upon request;
- e. To the relevant party for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including but not limited to, safeguarding against, and the prevention of threats to public security;

8. Data security:

- a. Levin Tatanis Inc implements appropriate technical and organisational measures to ensure that your personal information is sufficiently protected against unlawful access, destruction, loss, alteration and unauthorized disclosure;

- b. The Information Regulator will be immediately notified should there be reasonable grounds to believe that a breach has occurred, unless permitted to do so by law;
- c. Levin Tatanis Inc will further hereto immediately notify you should there be reasonable grounds to believe that a breach has occurred;

9. Data accuracy:

- a. Levin Tatanis Inc will endeavour to update your personal information on a regular basis and to ensure that such information is accurate and complete;
- b. The onus rest on you as the client to notify our offices should any of your personal information change or no longer be relevant;

10. Data retention:

- a. Levin Tatanis Inc will retain your personal information for a period of 7 (seven) years, from the date of the last entry in your file, as required to do so in terms of Rule 54.9.2 of the Legal Practice Council Rules;
- b. The client has to right to object to the destruction its personal information by giving sufficient notice to the information officer;
- c. The personal information will be destructed in a manner which will not enable any unauthorized party to reconstruct the documents in order to identify or use the details of the data subject;

11. Contact details of Information Officer:

Information Officer:	Jaco Slatter
Postal address:	PO Box 644 Pinegowrie 2123
Docex:	101 Randburg
Telephone:	011 886 0915
Fax:	011 886 6929
Email:	jaco@levintatanis.co.za
Website:	www.levintatanis.co.za