



# Privacy Policy

PATTON WILLIAMS INC. & IEDIVORCE



**Patton Williams Inc. & iedivorce**

6 Porterfield Comco House  
Table View 7441 Cape Town  
[info@iedivorce.co.za](mailto:info@iedivorce.co.za) | 021 206 5741



# Privacy Policy

When you give Patton Williams Incorporated ("Pwinc"), iedivorce & GHW Labour Consulting ("Associates") your personal information, you agree to the terms of this Privacy Policy. Accordingly, it is agreed that you authorise Pwinc and its Associates to process your personal information as set out in this Privacy Policy.

This Privacy Notice applies to everyone we interact with, including but not limited to individual clients, juristic entities, visitors to this website, and our offices. We have taken all reasonable measures to ensure that the processing of your personal information is compliant with the Protection of Personal Information Act 4 of 2013 ('POPIA'). This Privacy Policy will be updated and reviewed when necessary. In performing our duties, we must request, receive, store and record the personal information of data subjects. We will only request information that is necessary for us to execute our mandate. When you apply for our uncontested divorce service or sign up for our workshops/webinars, additional information may be requested, which is collected and stored in terms of this Privacy Policy.

When you sign up for our Newsletter or workshops/webinars, we will collect and store your details and email address. When you browse our website, no personal information is requested or retained unless we request it from you. Such information will be collected and stored with your consent. We respect your privacy and view your personal information as confidential. We will only use, share, record or delete your information if it is required by law, our profession and/or as lawfully instructed by you. We use your personal information for which it was said to be collected, i.e. delivery of a Newsletter, sharing of special offers and products/services or any activity linked to the delivery of those mentioned above. We will also use your information to perfect our processes to deliver a better service. We will also use your information to remain compliant with FICA, specifically fraud prevention and the combatting of money laundering. We will never sell or share your personal information without your consent. Processing your information is necessary for our service providers and practice management software. We use Mailchimp to send Newsletters and to share special offers and legal developments with you. You can opt out of these emails at any time. Our billing & bookkeeping software stores our client data records, etc.

We may process your personal information for safety and security purposes. We may share certain personal information with other institutions as part of our service delivery or as legally required, such as with the deeds registries, SARS, local authorities, the courts, sheriffs, etc. We only share such personal information as needed to execute our mandate or as prescribed by law.



# Privacy Policy

When we process sensitive personal information, we will do so in the ordinary course of our business and in accordance with the law. Please ensure that your information with us is always up to date. The onus is on you to make sure your information held by us is updated timeously. Your personal data will be stored for as long as the law requires. You may request that we delete your personal information. However, we cannot do so where it is required by law to retain. Should you submit a removal request, we cannot take responsibility for an incomplete mandate. Where we cannot by law delete your information or if it will prejudice us in any way, we will deny your deletion request and provide you with reasons for our refusal.

We have taken all reasonable measures to ensure that our information database is not breached or infiltrated. In case of a breach, we will take all necessary steps to identify and rectify the beach. We will notify you if a breach impacts you. We further inform you of what information has become vulnerable.

There are always risks with the internet, and we encourage you to be aware of the risks. Hackers have become more sophisticated with improving technology. We have taken all reasonable measures to protect your personal information when it is with us. However, we cannot guarantee the security/safety of the information transmitted via the internet. We cannot accept liability for the loss of privacy when personal information is transmitted via the internet.

We may disclose your personal information to our associates, operators and service providers, for lawful business purposes, in accordance with applicable law and subject to applicable professional and regulatory requirements.

We may disclose your personal information if required by law to legal and regulatory authorities, upon request, or to report any actual or suspected breach of laws or regulations to third-party suppliers (including, but not limited to, data processors such as providers of data hosting services, email management companies, such as Mailchimp, etc.), located anywhere in the world. Where we engage the services of third-party suppliers to process any of your personal information, we accept that any foreign supplier is subject to a law, binding corporate rules or binding agreements that provide adequate protection similar to POPIA. We will take all reasonable measures to protect your personal information when we engage suppliers and will only process the information necessary to deliver a better service.



## Privacy Policy

We may transfer your personal information to suppliers/recipients outside of the Republic of South Africa. Personal information may be transferred outside of the Republic of South Africa provided that the country to which the data is transferred has adequate laws in place that provides for adequate protection substantially similar to POPIA, the Operator/third party undertakes to protect the Personal information in line with applicable data protection legislation and the transfer is necessary to provide the legal and other related services that our clients require.

We may process your personal information to provide information regarding our services that may interest you. If you wish to remove your personal information from our database, subject to the terms mentioned above, or are currently receiving emails from us that you no longer want to subscribe to, you may opt-out at any time by clicking the unsubscribe button in the communication.

Alternatively, send an email to our Compliance Officer Gunther Williams with OPT OUT in the subject bar - [gunther@pattonwilliams.co.za](mailto:gunther@pattonwilliams.co.za) | 021 206 5741