

Tel: +27 21 559 7617 Fax: +27 86 509 2531 Email: melanie@telfin.co.za
Address: 16 Janssen Street, Bothasig, 7441

TELLEMAN FINANCIAL SERVICES CC

Registration Number: 2008/217199/23

Privacy Policy

Prepared in terms of the Protection of Personal Information Act, no.4 of 2013 (POPIA)
Here in after referred to as "the "Act"

Compiled in June 2021

PRIVACY POLICY IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

Introduction

The Protection of Personal Information Act (POPI) aims to give effect to the constitutional right to privacy by balancing the right to privacy against that of access to information. POPI requires that personal information pertaining to individuals be processed lawfully and in a reasonable manner that does not infringe on the right to privacy.

This consent form sets out how personal information will be collected, used and protected by Telleman Financial Services, as required by POPI. The use of the words "the individual" for the purposes of this document shall be a reference to any individual communicating with Telleman Financial Services and/or concluding any agreement, registration or application, with the inclusion of each individual referred to or included in terms of such agreement, registration or application.

What is Personal Information?

The personal information that Telleman Financial Services requires relates to, but not limited, to names and surnames, birth dates, identity numbers, passport numbers, demographic information, occupation information, health information, addresses, registration numbers, bank detail, personal and work email and contact details.

We will not use your Personal Information for any other purpose than that set out in this Policy and will endeavor to protect your Personal Information that is in our possession from unauthorized alteration, loss, disclosure or access.

Please note that we may review and update this Policy from time to time. Capitalized terms used in this Policy have the same meanings as ascribed thereto in Section 1 of the Act.

What is the purpose of the collection, use and disclosure (the processing) of Personal Information?

Telleman Financial Services is legally obligated to collect, use and disclose personal information for the purposes of:

- Processing Accounting Records;
- compile financial statements;
- communication with SARS, CIPC, DEPARTMENT OF LABOUR, etc;
- compile and submit returns;
- providing personalized communications;
- complying with the law.

How will Telleman Financial Services process Personal Information?

Telleman Financial Services will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- Direct from the individual;
- from our own records relating to our previous supply of services or responses to the individual's request for services; and
- from a relevant public or equivalent entity.

To whom will Personal Information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information,

In addition to the above, we may create Personal Information about you such as records of your communications and interactions with us, including, but not limited to, your attendance at events, subscription to our newsletters and other mailings and interactions with you during the course of our digital marketing campaigns.

We will not intentionally collect and process the Personal Information of a child unless we have the permission of a Competent Person.

Disclosure of Personal Information to Third Parties

Telleman Financial Services does not sell or trade any Personal Information collected. However, we may share some of the Personal Information we collect with our related corporations and service providers, contractors who help us provide services, or trading partners. We often need to share your Personal Information with Operators who perform parts of our service delivery. This may include:

- Service providers e.g. IT services, mailing services, contractors, data analysis;
- regulatory authorities;
- professional advisors; and
- any other third party required by law.

Where we share your Personal Information with Operators, Business Advisory Services will strive to ensure that these third parties protect your privacy in accordance with POPIA.

Data Security

We implement appropriate technical and organizational security measures to protect your Personal Information that is in our possession against accidental or unlawful destruction, loss, alteration, unauthorized disclosure, unauthorized access, in accordance with applicable law.

Where there are reasonable grounds to believe that your Personal Information that is in our possession has been accessed or acquired by any unauthorized person, we will notify you and the relevant regulator, unless a public body responsible for detection, prevention or investigation of offences or the relevant regulator informs us that notifying you will impede a criminal investigation.

Due to the fact the internet is an open system, the transmission of information via the internet is not completely secure. Although we will implement all reasonable measures to protect your Personal Information that is in our possession, we cannot guarantee the security of any information transmitted using the internet and we cannot be held liable for any loss of privacy occurring during the course of such transmission.

Data Accuracy

The Personal Information provided to Business Advisory Services should be accurate, complete and up to date. Should Personal Information change, the onus is on the provider of such data to notify Business Advisory Services of the change and provide Business Advisory Services with the accurate data.

Data Minimization

Telleman Financial Services will restrict its processing of Personal Information to data which is sufficient for the fulfilment of the primary purpose and applicable legitimate purpose for which it was collected.

Data Retention

Telleman Financial Services shall only retain and store Personal Information for the period for which the data is required to serve its primary purpose or a legitimate interest or for the period required to comply with an applicable legal requirement, whichever is longer.

Cookies and Similar Technologies

We may Process your Personal Information by our use of cookies and similar technologies.

Cookies are small software programs that install themselves on your computer or your mobile device. They store data specific to a particular user and remember your preferences about our website. Cookies are stored on your computer or mobile device for various lengths of time. Every time you return to our website and browse it, cookies record this data, which is then transmitted to us or to third parties with whom we work.

When you visit our website, we may place cookies onto your device, or read cookies already on your device, subject always to obtaining your consent, where required, in accordance with applicable law. We use cookies to record information about your device, your browser and, in some cases, your preferences and browsing habits. We may Process your Personal Information through cookies and similar technologies

Direct Marketing through the various Social Media Platforms

We may Process your Personal Information for the purposes of providing you with information regarding services that may be of interest to you. You may unsubscribe for free at any time.

CONTACT DETAILS

You may contact us at - Information Officer of Telleman Financial Services C C

Attention: Melanie Telleman

Telephone: +27 21 559 7617

Email: melanie@telfin.co.za

Date: June 2021