



PRIVACY POLICY AND DATA PROTECTION POLICY

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OONI & WADIA INC. ATTORNEYS • NOTARIES • CONVEYANCERS

PRIVACY POLICY AND DATA PROTECTION POLICY

PROTECTING YOU, YOUR PERSONAL INFORMATION & YOUR DATA

PREFACE

This policy should be read carefully. By accessing or using our Website, you acknowledge and confirm that you have read all of the terms of this Policy and that you understand, accept and agree to be bound by all the provisions contained in this Policy.

Should you not agree to be bound by any of these terms and conditions and by our privacy policy, kindly exit this page and do not access or use our Website.

Our Privacy Policy explains what information we may collect (with your consent) on the Website, how we process (use and/or share) subject to your consent such information, and how such information is maintained.

This Policy only applies with regard to the information collected on the Website and through of our social media platforms and does not apply to information collected or obtained through other methods or sources.

Our Policy ensures that any information which you provide us remains private, secure and confidential. We will never collect, store and/or process sensitive information about you without your prior consent.

You can check and update the information that we hold about you by contacting us using the contact information below. Should you find any inaccuracies, we will delete or correct it promptly upon your written request.

1. INTRODUCTION

- 1.1 Our website i.e. www.nowattorneys.co.za is owned, operated and directed by Ooni & Wadia Incorporated (a Private Ooni & Wadia Inc., duly incorporated and registered as such in terms of the relevant laws of the Republic of South Africa with its principal place of business situated at Suite 1, 7 Gold Reef Road, Ormonde, Johannesburg, Gauteng , 2091).



- 1.2 We have referred to the aforementioned Company in this document as "Ooni & Wadia Inc.", "us", "we", "our" and/or "Ooni & Wadia Inc.")
- 1.3 We are dedicated, devoted and committed to protecting your privacy and thus, our legal team have developed this privacy policy and data protection policy.
- 1.4 Accordingly, we will only use the information that we collect from you and that which you furnish us with, lawfully and in accordance with the Electronic Communications and Transactions Act No. 25 of 2002, the National Credit Act No. 34 of 2005, the Consumer Protection Act No. 68 of 2008, the Protection of Personal Information Act No. 4 of 2013 and all other applicable data protection legislation enacted in South Africa from time to time.

2. SECURITY & RETENTION - PROTECTING YOUR PERSONAL IDENTIFIABLE INFORMATION

2.1 HOW DO WE PROTECT YOUR INFORMATION?

- 2.1.1 We implement a variety of security measures to maintain the safety of your personal information when you provide us with any of your personal information.
- 2.1.2 We offer the use of a secure server. All supplied personal information is transmitted via Secure Socket Layer (SSL) technology and we are required to keep any information contained therein confidential.
- 2.1.3 After an electronic mail has been sent through our website, your personal information will be kept on file or stored on our database for a period not exceeding 6 (six) months after it is last accessed or used by us. You hereby confirm by accessing our website that you consent to the storage of your personal information.
- 2.1.4 Data transmission over the internet can never be warranted to be entirely secure. Whilst we may take all reasonable steps and precautionary measures to safeguard your personal information, we may be unable to prevent unauthorised access to such information by third parties or inadvertent disclosure of such information during transit and we are not responsible for any actions taken by such third parties. You acknowledge and accept taking this risk when communicating through our Website.

2.2 DO WE DISCLOSE ANY INFORMATION TO OUTSIDE PARTIES?

- 2.2.1 Your information, whether public or private, will not be sold, exchanged, transferred, distributed, provided to or given to any other Ooni & Wadia Inc. or individual or any other outside party for any reason whatsoever, without your prior written consent, other than third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential, or for the express



purpose of delivering the purchased product or service requested or if requested by a department having legal authority to which the Law requires such disclosure.

- 2.2.2 We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others' rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

3. COOKIES

3.1 DO WE USE COOKIES?

- 3.1.1 Yes. Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognize your browser and capture and remember certain information.
- 3.1.2 We use cookies to help us understand and save your preferences for future visits, keep track of advertisements and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.
- 3.1.3 We may contract with third-party service providers to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our website.
- 3.1.4 If you prefer, you can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies via your browser settings. Like most websites, if you turn your cookies off, some of our web pages may not function properly.

4. CONSENT FOR THE PROCESSING AND USE OF PERSONAL INFORMATION

The client understands and agrees that:

- 4.1 Ooni & Wadia Inc. (www.nowattorneys.co.za) is an online legal informative, advertising and marketing site and accordingly Ooni & Wadia Inc. may collect, and process Personal Information provided by you ("the client") should you send a message through the website or through any of our social media platforms.
- 4.2 Ooni & Wadia Inc. may collect, store, use, handle, process, retains, archives and otherwise manages Personal Information in order to respond to you or provide you with the necessary legal services.
- 4.3 In order to discharge this duty, the Responsible Party requires the client's express and informed permission to collect and to process his/her Personal Information.

**Purpose:**

- 4.4 The client expressly consents to Ooni & Wadia Inc. utilising the client's provided personal information in order to respond to the client and/or to provide the client with legal services.
- 4.5 The client further agrees that Personal Information provided to Ooni & Wadia Inc. may be used to:
 - 4.5.1 give effect to his/her contractual relationship with Ooni & Wadia Inc. and to conduct its operations for the provision of services to him/her;
 - 4.5.2 communicate with the client;
 - 4.5.3 comply with obligations required by any legislation affecting this Ooni & Wadia Inc.
 - 4.5.4 protect the legitimate interests of Ooni & Wadia Inc. and/or the client;
 - 4.5.5 store the client's personal information in a secure manner in any format.
 - 4.5.6 in connection with legal proceedings including debt collection; and
 - 4.5.7 to provide marketing of Ooni & Wadia Inc.'s services to the client should the client opt-in to receive such marketing updates.
- 4.6 The client understands and agrees that if Ooni & Wadia Inc. does not have his/her consent, Ooni & Wadia Inc. will not be able to provide him/her with their services and Ooni & Wadia Inc. will not be able to attend to the client's online request or query.

Withholding Consent:

- 4.7 The client understands that he/she can lawfully withhold consent to Ooni & Wadia Inc. collecting and processing my Personal Information. The client agrees that in this case Ooni & Wadia Inc. will not be able to provide their services to him/her.

Storage of personal information:

- 4.8 The client's Personal Information may be stored electronically or in hard copy in a safe and secure environment. Hard copies of Personal Information will be stored and retained safely under lock and key. After he/she is no longer an active client, his/her Personal Information will be retained for as long as law or Ooni & Wadia Inc. requires it.

Retention of Personal Information:

- 4.9 Ooni & Wadia Inc. will not retain Personal Information for longer than is necessary and for the required purpose. The exceptions to the above principle specifically provided in POPIA are where –
 - 4.9.1 the retention of the record is required or authorised by law;



- 4.9.2 Ooni & Wadia Inc. reasonably requires the record for lawful purposes related to its functions or activities;
- 4.9.3 the retention of the record is required in terms of an agreement between Ooni & Wadia Inc. and the client; or
- 4.9.4 the record is retained for historical purposes, with Ooni & Wadia Inc. having established appropriate safeguards against the record being used for any other purpose.
- 4.9.5 When the Personal Information is no longer required, it shall be destroyed or deleted in a manner that prevents its reconstruction in an intelligible form.

Intended recipients:

- 4.10 The client agrees that the intended recipients of my Personal Information are the client, Ooni & Wadia Inc. (including Ooni & Wadia Inc. employees), third parties necessary to fulfil the client's request and/or mandate. Such disclosure shall always be made between Ooni & Wadia Inc. and the recipient to comply with strict confidentiality and security conditions as contained in POPI Act.

Transfer outside South Africa:

- 4.11 The client agrees to Ooni & Wadia Inc. transferring any Personal Information outside of the borders of South Africa to its service providers (should it be necessary) that has in place similar privacy laws to POPIA, or the recipient is bound contractually to no lesser terms of POPIA.
- 4.12 The client understands that he/she has the right to have his/her Personal Information processed in accordance with the eight conditions of lawful processing of Personal Information as set out in POPIA.

Objection to Processing:

- 4.13 The client understands that he/she has the right, to object to Ooni & Wadia Inc. processing his/her Personal Information, on reasonable grounds. On receipt of my notice of objection with reasons, Ooni & Wadia Inc. shall hold any further processing of the client's Personal Information until his/her objection has been addressed, resolved, withdrawn or upheld and accepted by Ooni & Wadia Inc. If the client's objection is upheld, no further processing of the client's Personal Information shall be done by Ooni & Wadia Inc. The client acknowledges that Ooni & Wadia Inc. also reserves the right to discontinue any service.

Right to withdraw consent:

- 4.14 The client understands that he/she has the right to withdraw his/her consent to Ooni & Wadia Inc. processing his/her Personal Information at any time, provided any processing before such withdrawal or if the processing is necessary for the conclusion or performance of a contract to which the client is a party will not be affected. The client understands that he/she can revoke consent for any specific recipient agreed to as stated above, or any person who has access to the client's Personal Information. Once this information is captured and updated, the client's personal information will no longer be



shared. The client understands and agrees that this may affect the service provided to him/her and the client shall take full responsibility for such decision.

Access:

- 4.15 The client has the right at any time to request details of any of his/her Personal Information that Ooni & Wadia Inc. holds, such request shall be made in writing to the Information Officer of Ooni & Wadia Inc.

Correction/Deletion:

- 4.16 The client has the right to request Ooni & Wadia Inc., to correct and/or delete his/her Personal Information that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading. That any changes to the client's personal information must be communicated to Ooni & Wadia Inc. immediately so these changes can be updated on their systems. Ooni & Wadia Inc. will not be liable for inaccurate information on our systems as a result of the client's failure to update his/her personal information. The client has the right to request that Ooni & Wadia Inc. destroy or delete a record of his/her Personal Information that Ooni & Wadia Inc. is no longer authorised to retain in terms of any other law.

Correction of Personal Information:

- 4.17 The client acknowledges that whilst Ooni & Wadia Inc. will always use its best endeavours to ensure that the client's Personal Information is reliable, it is the client's responsibility to advise Ooni & Wadia Inc. of any changes to his/her Personal Information, as and when these changes may occur. Ooni & Wadia Inc. will not be liable for inaccurate information on our systems as a result of the client's failure to inform Ooni & Wadia Inc. of his/her updated personal information.

Marketing:

- 4.18 Ooni & Wadia Inc. undertakes not to distribute the client's Personal Information to any third party for the purpose of marketing to me third party's supplies or other products. Notwithstanding this, the client agrees that Ooni & Wadia Inc. may process his/her Personal Information for providing him/her with Ooni & Wadia Inc.'s products/services. Should the client not wish to receive these communications, the client will provide Ooni & Wadia Inc. with a detailed opt out, listing the type of communication that he/she does not wish to receive which notice shall be addressed to the Information Officer, Yahya Ooni at info@nowattorneys.co.za
- 4.19 The client hereby agrees and confirms that:
- 4.19.1 The client will not hold Ooni & Wadia Inc. responsible for any loss (whether direct or indirect) that may arise from the use of the client's Personal Information.
- 4.19.2 The client may not hold Ooni & Wadia Inc. responsible for any loss that may result from the incorrect use or disclosure of the information by any third-party to whom Ooni & Wadia Inc. has provided the Personal Information to subject to the client's consent.



4.19.3 The client had an opportunity to carefully read Ooni & Wadia Inc.'s terms and conditions and privacy policy, and the client fully understands the consequences of these terms and conditions. The client had sufficient opportunity to ask questions about this privacy policy and such questions (if any), have been answered to the client's satisfaction by Ooni & Wadia Inc.

4.20 The client confirms that his/her consent is provided of his/her own free will without any undue influence from any person whatsoever.

4.21 Ooni & Wadia Inc. Information Officer details are Yahya Ooni - info@nowattorneys.co.za

5. GENERAL

5.1 THIRD PARTY LINKS

5.1.1 Occasionally, at our discretion, we may include third party links on our website. These third-party sites have separate and independent privacy policies. We therefore take no responsibility or liability for the content and activities of these linked sites should you elect to transact on them. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

6. CLIENT SERVICE

6.1 Should you have any questions or concerns regarding this privacy policy, please feel free to contact us at:

OONI & WADIA INC. ATTORNEYS • NOTARIES • CONVEYANCERS

ADDRESS: SUITE 1, 7 GOLD REEF ROAD, ORMONDE, JOHANNESBURG, 2091.

TEL: +27 11 029 7003

EMAIL: info@nowattorneys.co.za

7. CHANGES TO THIS POLICY

7.1 Please note that this Policy constitutes an agreement between you and us should you accept these terms by accepting that you have read our privacy policy and agree to the terms hereto.

7.2 This Policy is reviewed from time to time and may be amended at our sole discretion, in whole or part, to ensure compliance with the law and to ensure that you are informed as to how we use your information.

7.3 Therefore, by continuing to use our Website following any amendments that may have been implemented, it shall be deemed that you have agreed to such amendments. Accordingly, we recommend that you review this page frequently so that you are aware of any amendments.



7.4 Should we decide to amend our privacy policy, we will post the amendments on this page and/or update the Privacy Policy modification date as stated above at the beginning of this policy.