

**CONSENT TO PROCESSING OF PERSONAL INFORMATION BY WOODHEAD BIGBY IN TERMS OF THE PROVISIONS OF THE PROTECTION OF PERSONAL INFORMATION ACT NO. 4 OF 2013 (“POPIA”)**

Woodhead Bigby Inc. (“WB Inc.”) is committed to protecting your privacy and the confidentiality of any personal information which you provide to us and processing the personal information in a legally permissible manner, whilst ensuring there is no unauthorised access of loss thereof.

In order to promote compliance in terms of POPIA, the below provisions are specifically brought to your attention:

1. WB Inc. will collect personal information from you, which may include (without limitation):
  - 1.1 Personal information, including: name, identity number, correspondence address, registered address, contact number, email address, marital status, race, gender, nationality, educational qualifications, criminal or employment history, income tax number, VAT Registration number;
  - 1.2 Financial information, including: bank account number, bank statement, payment method, invoice records, payment records;
  - 1.3 Any further information required for the performance and conclusion of a contract to which you are a party, or where we are obliged by law to process the information or have a legitimate interest in processing the information.
2. The personal information may be collected:
  - 2.1 directly from you; or
  - 2.2. from public records; or
  - 2.3. from other sources to comply with an obligation imposed by law.
3. The personal information collected will be stored either physically at our premises at 92 Armstrong Avenue, La Lucia, 4051 or digitally on our computer servers which are located at our premises.
4. Your personal information will be collected and processed for the following purposes:
  - 4.1 Provision of legal services;
  - 4.2 For the conclusion or performance of a contract to which you are a party to;
  - 4.3 Internal management, including account management, audits, internal investigations, insurance purposes and management reporting analysis;
  - 4.4 Improvement and development of our legal services;
  - 4.5. Marketing communication;
  - 4.6 Market research purposes; and
  - 4.7 Where we are obliged by law to process the information or have a legitimate interest in processing the information.

5. WB Inc. will use your personal information only for the purpose for which it was originally collected. We may use your personal information for a secondary purpose if this is compatible with the original purpose, or we have a legitimate interest in so doing or we are obliged by law to do so.
5. WB Inc. may share your personal information with our associates or service providers for legitimate purposes in accordance with applicable legislation or to perform legal services in terms of our mandate with you.
6. WB Inc. will require our associates or service providers to only process such personal information in accordance with our written instructions and to use reasonable measures to protect the confidentiality and security of such personal information.
7. WB Inc. may transfer your personal information to our associates or service providers outside of the Republic of South Africa provided that:
  - 7.1. we have obtained your consent; or
  - 7.2. the transfer is necessary for the performance or conclusion of a contract to which you are a party; or
  - 7.3. the transfer is for your benefit and it is not reasonably practical to obtain your consent and if it were, you would be likely to give it; or
  - 7.4. the recipient of the information is subject to a law which provides an adequate level of protection substantially similar to the provisions of the Protection of Personal Information Act.
8. WB Inc. may disclose your information to third parties:
  - 8.1. if required by law; or
  - 8.2. if requested by legal or regulatory authorities for the purposes of reporting any actual or suspected breach of the law or regulation; or
  - 8.3. where your information is not identifiable and will be use for historical, statistical or research purposes; or
  - 8.4. you provide your consent.
9. The choice of how much of information is provided is always in your control, however it should always be borne in mind that certain information may be necessary/required in order for us to provide legal assistance or a legal service or comply with legislative requirements.
10. Your personal information should be complete, accurate and not misleading. If you believe that any of your information in our possession is incorrect, inaccurate or incomplete, please email us at [mail@woodhead.co.za](mailto:mail@woodhead.co.za) and we will correct/update the information.
11. Your personal information will be retained for the period for which the information is required to serve the purpose for which it was collected or we have a legitimate interest in retaining the personal information or for the period required to comply with applicable statutory and legal requirements.
12. You have the right to access your personal information and the right to request us to amend, restrict the use of your personal information or destroy or delete information that is inaccurate, irrelevant, excessive, incomplete, misleading or that we are no longer authorized to retain.

- 13. You have the right to withdraw your consent to the processing of the personal information by WB Inc. The withdrawal of your consent does not affect the processing of your personal information:
  - 13.1. prior to receiving notice of the withdrawal of your consent;
  - 13.2. that is in compliance with an obligation imposed by law on us;
  - 13.3. as required to finalise the performance of a contract in which you are a party;
  - 13.4. as required to protect your legitimate interest or our legitimate interest;
  - 13.5. that is necessary for the performance of a public duty by a public body.
  
- 14. WB Inc. is committed to ensuring that your information is secure. We have implemented appropriate physical, electronic and managerial procedures to safeguard and secure your personal information against unauthorized access or disclosure.

Where there are reasonable grounds to believe that your personal information has been accessed or acquired by any unauthorized person, WB Inc. will notify the Information Regulator and you, in writing, as soon as reasonably possible after the discovery of the compromise. The notification will provide sufficient information to allow you to take protective measures against the potential consequences of the compromise.
  
- 15. You acknowledge that you have been made aware of your rights in terms of POPIA and consent to the processing of your personal information per the clauses above.

Signed at \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
Full name

\_\_\_\_\_  
Signature