

PRIVACY AND DATA PROTECTION POLICY IN RESPECT OF HEY ATTORNEYS INC (“HEY ATTORNEYS”) (COMPANY REGISTRATION NO: 2021/799893/21)

THIS WEBSITE CAN BE ACCESSED AT WWW.HEYATTORNEYS.CO.ZA , RELATED MOBILE SITES AND SOFTWARE APPLICATIONS (THE “WEBSITE”) AND IS OWNED AND OPERATED BY HEY ATTORNEYS INC (“HEY ATTORNEYS”, “WE”, “US” AND “OUR).

BY ACCESSING AND USING THE WEBSITE, YOU ARE PROVIDING YOUR EXPRESS AND VOLUNTARY CONSENT TO THE PROCESSING OF YOUR PERSONAL INFORMATION BY US ON THE BASIS SET OUT IN THIS PRIVACY POLICY (“the Policy”). PLEASE READ THIS POLICY CAREFULLY BEFORE YOU ACCESS THE WEBSITE. IF YOU DOES NOT CONSENT TO THE PROCESSING OF YOUR INFORMATION AS SET OUT IN THIS POLICY, YOU MUST IMMEDIATELY STOP ACCESSING AND/OR USING THIS WEBSITE AND OUR SERVICES.

1. INTRODUCTION

- 1.1. Hey Attorneys collects, uses and, in some circumstances, shares your personal information in and through the Website and during the provision of services to you.
- 1.2. Hey Attorneys respects your rights as set out in the Protection of Personal Information Act 4 of 2013 (“**the Act**”) in respect of the personal information we collect, use and process.
- 1.3. The purpose of this Privacy Policy is to provide you with information about how we process your information and the manner in which your rights in terms of the Act are protected.
- 1.4. This Policy shall remain valid for as long as you are using the services of Hey Attorneys Inc, including the browsing of this website.
- 1.5. We may amend the provisions of this Policy to comply with any changes in the law, and/or pursuant to any changes to our information processing activities or privacy practices. Such amendments will be published on the website and will become operable from the date of such publication.
- 1.6. This Privacy Policy, and the interpretation and enforcement thereof, will be governed by the laws of the Republic of South Africa.

2. WHO IS HEY ATTORNEYS?

- 2.1. Hey Attorneys is the owner and operator of the Website and activities and services in relation to the Website. Hey Attorneys is a commercial law firm and business advisory service provider.
- 2.2. Hey Attorneys is located at 19 Andrag Road, Vierlanden, Durbanville, 7550.
- 2.3. Robyn Hey has been duly appointed to be the Information Officer of Hey Attorneys and is the person with whom to liaise in relation to the Protection of Personal Information Act 4 of 2013 (“the Act”).

3. THE PURPOSE OF THE ACT

- 3.1. The purpose of the Act is to ensure the protection of personal information which is processed by public and private institutions. It does this by:

- 3.1.1. introducing certain minimum requirements when it comes to the processing of personal information,
- 3.1.2. allowing for the creation of a regulator to enforce the various provisions of the Act;
- 3.1.3. allowing for codes of conduct to be issued that apply to all private and public bodies that process personal information;
- 3.1.4. protecting your rights as a data subject when it comes to receiving unsolicited electronic communications and where decisions relating to your personal information are made by an automated system; and
- 3.1.5. to regulate when and how your personal information may be sent outside the borders of South Africa.

4. **SOME IMPORTANT DEFINITIONS**

- 4.1. In order to make sense of your rights in terms of this Policy, it is important that certain definitions contained in section 1 of the Act are explained. Please note that any terms defined in the Terms and Conditions pertaining to the services we provide on the Website are capitalised in this Policy and have the same meaning as in the Terms and Conditions.
 - 4.1.1. **Consumer:** This is a user of the Website who is not a Retailer, Cinema or Shopping Centre and is registered as a consumer;
 - 4.1.2. **Data subject:** This is the person to whom the personal information relates.
 - 4.1.3. **Personal Information:** This is extensively defined as follows:
 - 4.1.3.1. Information relating to your 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;
 - 4.1.3.2. Information relating to your education or to your medical, financial, criminal or employment history;
 - 4.1.3.3. Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other assignment particular to you;
 - 4.1.3.4. your biometric information;
 - 4.1.3.5. your personal opinions, views or preferences;
 - 4.1.3.6. correspondence sent by you that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

4.1.3.7. the views or opinions of another individual about you; and

4.1.3.8. your name if it appears with other personal information relating to you or if the disclosure of your name itself would reveal information about you.

and divided into two categories of "personal information" which may generally be processed, as long as the minimum requirements of the Act are met, and "special personal information" which may not generally be processed unless specific exceptions apply as defined in the Act.

4.1.4. **Processing:** this includes any of the following actions in relation to personal information:

4.1.4.1. the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

4.1.4.2. dissemination by means of transmission, distribution or making available in any other form; or

4.1.4.3. merging, linking, as well as restriction, degradation, erasure or destruction of information

4.1.5. **Record:** this refers to personal information in the possession or under the control of a responsible party (regardless of who created it or when it was created) which is in any of the following forms:

4.1.5.1. writing on any material;

4.1.5.2. information produced, recorded or stored by means of any tape-recorder, computer equipment, whether hardware or software or both, or other device, and any material subsequently derived from information so produced, recorded or stored;

4.1.5.3. label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means;

4.1.5.4. book, map, plan, graph or drawing;

4.1.5.5. photograph, film, negative, tape or other device in which one or more visual images are embodied so as to be capable, with or without the aid of some other equipment, of being reproduced;

4.1.6. **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 for processing personal information. In this case, Hey Attorneys is the Responsible Party.

- 4.1.7. **Operator:** this is a person who processes personal information on behalf of a Responsible Party in terms of a contract or mandate.
- 4.1.8. **Filing system:** any structured set of personal information, whether centralised, decentralised or dispersed on a functional or geographical basis, which is accessible according to specific criteria.

5. CONTACT DETAILS OF INFORMATION OFFICER

- 5.1. Attention: **ROBYN HEY**
- 5.2. Physical and postal address: 19 Andrag Road,
Vierlanden,
Durbanville,
Cape Town
- 5.3. Telephone: 0846647750
- 5.4. E-mail: robyn@heyattorneys.co.za

6. WHAT KIND OF PERSONAL INFORMATION IS HELD BY HEY ATTORNEYS?

6.1. PERSONAL INFORMATION BELONGING TO HEY ATTORNEYS' CLIENTS WHO USE HEY ATTORNEYS' SERVICES:

6.1.1. *Personal information belonging to Clients who are juristic persons:*

- 6.1.1.1. bank account details;
- 6.1.1.2. company or close corporation registration number, business logo, business e-mail addresses, the physical and postal address, telephone number and location information, Hey Attorneys' terms and conditions, FICA know-your-client related information.

6.1.2. *Personal information belonging to natural persons*

- 6.1.2.1. Clients are natural persons:
- 6.1.2.1.1. bank account details and proof thereof.

6.1.2.1.2. identity number, business logo, e-mail addresses, the physical and postal address, telephone number and location information.

6.1.2.2. Information belonging to natural persons who are representatives of juristic persons

6.1.2.2.1. South African identity number, business e-mail address, place of employment, address of employer and personal and business telephone numbers and proof of these details.

6.2. **PERSONAL INFORMATION BELONGING TO EMPLOYEES OF HEY ATTORNEYS**

6.2.1. information relating to the name race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical and/or mental health, well-being, disability, religion, belief, language and birth of employees;

6.2.2. information relating to the education, the medical, financial, criminal or employment history of employees;

6.2.3. South African identity number, personal e-mail address, physical address, personal telephone numbers, location information and online identifiers of employees;

6.2.4. private and confidential correspondence with employees; and

6.2.5. records of a personal information stored by employees in Hey Attorneys's physical or electronic filing system(s).

6.3. **PERSONAL INFORMATION BELONGING TO THIRD PARTY SERVICE PROVIDERS OF HEY ATTORNEYS**

6.3.1. bank account details;

6.3.2. company or close corporation registration number, South African identity number, business logo, business e-mail addresses, the physical and postal address, telephone number and location information, VAT numbers;

6.3.3. personal information of third-party service provider's representatives/agents, such as name, business e-mail address, place of employment, address of employer and personal and business telephone numbers.

7. **WHY IS THE PERSONAL INFORMATION ABOVE COLLECTED BY HEY ATTORNEYS AND WHAT IS IT USED FOR?**

7.1. **PERSONAL INFORMATION BELONGING TO CLIENTS ("Clients")**

- 7.1.1. Hey Attorneys requires the information collected from Clients that are both natural and juristic persons to provide them with the Services set out on the Website, in person or online ("the Services").
- 7.1.2. Hey Attorneys may make this information available to operators to ensure that the services are provided to the very best of Hey Attorneys's abilities and to the highest standards. All operators have signed documentation confirming that personal information received from Hey Attorneys is to be used solely to the purpose for which it is given to them. Such operators are prohibited from further processing the personal information given to them and have confirmed that they have systems in place that make sure that they are compliant with the requirements of the Act.
- 7.1.3. **THE PERSONAL INFORMATION SOUGHT BY HEY ATTORNEYS IS MANDATORY IN NATURE. SHOULD CLIENTS NOT PROVIDE THE PERSONAL INFORMATION SOUGHT, HEY ATTORNEYS WILL NOT BE ABLE TO PROVIDE THE SERVICES.**

7.2. **PERSONAL INFORMATION BELONGING TO EMPLOYEES OF HEY ATTORNEYS**

- 7.2.1. Hey Attorneys is committed to good governance and compliance. No personal information in respect of any employees will be used for any other reason besides what it is provided for. Any staff database kept by Hey Attorneys will be for the purpose of managing the employment relationship between Hey Attorneys and its employees only. No personal information pertaining to any employee will be provided to any third person unless in accordance with the Act, any relevant Labour Law legislation or with the express consent of the employee.

7.3. **PERSONAL INFORMATION BELONGING TO THIRD PARTY SERVICE PROVIDERS OF HEY ATTORNEYS**

- 7.3.1. Hey Attorneys requires the information collected from third party service providers that are both natural and juristic persons in order to do business with them. Hey Attorneys takes its compliance obligations very seriously and requires the information processed in order to conclude agreements regarding the relationship between Hey Attorneys and its service providers, many of whom may be operators as defined in the Act.
- 7.3.2. Hey Attorneys processes the information necessary in order to provide these services and to conclude these agreements. Hey Attorneys may make this information available to other operators to ensure that the services are provided to the very best of Hey Attorneys's abilities and to the highest standards for its clients. Operators and third parties are prohibited from further processing the personal information given to them and have confirmed that they have systems in place that make sure that they are compliant with the requirements of the Act.

8. **WHERE IS THE PERSONAL INFORMATION COLLECTED BY HEY ATTORNEYS STORED AND WHAT SECURITY MEASURES ARE IN PLACE?**

- 8.1. Personal information is stored electronically.
- 8.2. Electronic information is encrypted and stored on a cloud-based system. Personal information is not saved on any internal or external hard drives.
- 8.3. Hey Attorneys has a physical security policy as well as a policy pertaining to the use of electronic data by employees which policies are internal and kept by the Information Officer. These policies are not available to the public save where Hey Attorneys is forced to make same available in terms of law so as to protect the information held by Hey Attorneys.

9. **COOKIES**

- 9.1. "Cookies" are small text files transferred by a webserver to your hard drive and thereafter stored on your computer. The types of information a Cookie collects includes your username, the date and time of your visits to the Website, your browsing history and preferences.
- 9.2. Hey Attorneys may use Cookies on this website to:
 - 9.2.1. estimate the Website's audience size and usage patterns;
 - 9.2.2. store information about the User's preferences, which allows Hey Attorneys to customise the website and content according to your individual preferences; and
 - 9.2.3. speed up searches on the website.
- 9.3. The provisions of this clause are only applicable to Cookies used by Hey Attorneys. In some instances, third-party service providers may use Cookies on the website. In these cases, Hey Attorneys cannot and does not control or access Cookies used by third party service providers and takes no responsibility for this conduct.
- 9.4. If you click through to a third party's link, Hey Attorneys shall not be held responsible or liable for any security, data protection or other legal requirements provided by these third party service providers.

10. **WHEN WILL HEY ATTORNEYS MAKE PERSONAL INFORMATION AVAILABLE TO THIRD PARTIES (OTHER THAN OPERATORS)**

- 10.1. Hey Attorneys will not reveal any personal information to anyone outside of Hey Attorneys unless:
 - 10.1.1. it is necessary to perform contractual obligations with its clients;

10.1.2. it is compelled to comply with legal and regulatory requirements or when it is otherwise allowed by law;

10.1.3. it is in the public interest;

10.1.4. Hey Attorneys needs to do so to protect its rights.

10.2. Hey Attorneys endeavours to take all reasonable steps to keep secure any information which they hold about an individual, and to keep this information accurate and up to date. If at any time, an individual discovers that information gathered about them is incorrect, they may contact Hey Attorneys to have the information corrected. Where information has been disclosed to employees of Hey Attorneys, Hey Attorneys has agreements in place to ensure that compliance with confidentiality and privacy conditions.

10.3. Hey Attorneys recognises the importance of protecting the privacy of information collected about individuals, in particular, information that can identify an individual ("personal information").

11. TRANSBORDER INFORMATION FLOWS

11.1. Hey Attorneys may transfer personal information to another country in the following circumstances:

11.1.1. the transfer is necessary for the conclusion or performance of a contract with a third party which is for the benefit of you or in your interest;

11.1.2. the transfer is otherwise for your benefit; or

11.1.3. you have have consented to the transfer of their information.

11.2. If Hey Attorneys is required to transfer personal information from South Africa to a third party in a foreign country, it shall ensure that the third party is subject to a law, binding code of conduct or contract which effectively upholds principles for the reasonable processing of personal information which are substantially similar to the data protection offered in the Republic of South Africa.

12. FOR HOW LONG IS PERSONAL INFORMATION KEPT BY HEY ATTORNEYS?

12.1. COMPANIES ACT NO. 71 OF 2008, AS AMENDED FROM TIME TO TIME:

The Companies Act requires records must be kept "in written form, or other form or manner that allows that information to be converted into written form within a reasonable time." Such as the following for an indefinite period:

12.1.1. Notice of Incorporation (Registration certificate);

12.1.2. Certificate of change of name (if any);

- 12.1.3. Memorandum of Incorporation and alterations or amendments;
- 12.1.4. Rules;
- 12.1.5. Register of company secretary and auditors;
- 12.1.6. Regulated companies (companies to which chapter 5, part B, C and Takeover Regulations apply) register of disclosures of person who holds beneficial interest equal to or in excess of 5% of the securities of that class issued;
- 12.1.7. Security register and uncertificated securities register.

The following records for 7 years:

- 12.1.8. Notice and minutes of all shareholders meeting including Resolutions adopted and documents made available to holders of securities;
- 12.1.9. Copies of reports presented at the annual general meeting of the company;
- 12.1.10. Copies of annual financial statements;
- 12.1.11. Copies of accounting records;
- 12.1.12. Record of directors and past directors, after the director has retired from the company;
- 12.1.13. Written communication to holders of securities;
- 12.1.14. Minutes and resolutions of directors' meetings, audit committee and directors' committees.

12.2. **CONSUMER PROTECTION ACT NO. 68 OF 2008, as amended:**

The Consumer Protection Act seeks to protect the interests of Clients and as such requires Hey Attorneys as a service provider to retain and maintain the following records of consumers for a period of 3 years after the termination or cancellation of the Services by the Client:

- 12.2.1. Full names, physical address, postal address and contact details;
- 12.2.2. ID number and registration number;
- 12.2.3. Copies of the terms and conditions completed by the Clients;

12.3. **COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT NO. 130 OF 1993:**

Section 81(1) and (2) of the Compensation for Occupational Injuries and Diseases Act requires a retention period of 4 years for the documents mentioned below:

12.3.1. Register, record or reproduction of the earnings, time worked, payment for piece work and overtime and other prescribed particulars of all the employees.

12.3.2. Section 20(2) documents with a required retention period of 3 years:

12.3.3. Health and safety committee recommendations made to an employer in terms of issues affecting the health of employees and of any report made to an inspector in terms of the recommendation;

12.3.4. Records of incidents reported at work.

12.4. **BASIC CONDITIONS OF EMPLOYMENT ACT NO. 75 OF 1997:**

The Basic Conditions of Employment Act requires a retention period of 3 years for the documents mentioned below:

12.4.1. Written particulars of an employee after termination of employment;

12.4.2. Employee's name and occupation;

12.4.3. Time worked by each employee;

12.4.4. Remuneration paid to each employee;

12.4.5. Date of birth of any employee under the age of 18 years.

12.5. **EMPLOYMENT EQUITY ACT NO. 55 OF 1998:**

12.5.1. Section 26 and the General Administrative Regulations, 2014, requires a retention period of 3 years for the documents mentioned below:

12.5.2. Records in respect of the company's workforce, employment equity plan and other records relevant to compliance with the Act;

12.6. **UNEMPLOYMENT INSURANCE ACT NO. 63 OF 2002:**

Section 56(2)(c) requires a retention period of 5 years, from the date of submission, for the documents mentioned below:

12.6.1. personal records of each of their current employees in terms of their names, identification number, monthly remuneration and address where the employee is employed.

12.7. **INFORMATION PERTAINING TO INSTRUCTIONS RECEIVED FROM CLIENTS AND WORK PRODUCT RELATED THERETO**

Hey Attorneys will keep this information on its systems for at least 5 years. It may keep the information for a longer period to assist clients who require this information after this period.

13. **ACCESS TO AND CORRECTION OF INFORMATION**

- 13.1. Clients, employees and third parties have the right to access the personal information Hey Attorneys holds about them. Clients and other people whose data Hey Attorneys holds also have the right to ask Hey Attorneys to update, correct or delete their personal information on reasonable grounds. Once a Client or such other person objects to the processing of their personal information, Hey Attorneys may no longer process said personal information unless Hey Attorneys is obliged to in terms of its contractual obligations. Hey Attorneys will take all reasonable steps to confirm its Clients' identity before providing details of their personal information or making changes to their personal information;
- 13.2. All employees have a duty of confidentiality in relation to the Company and Clients. Information on Clients: Our clients' right to confidentiality is protected in the Constitution and in terms of Electronic Communications and Transactions Act. Information may be given to a 3rd party if the Client has consented in writing to that person receiving the information or if it is required by law.
- 13.3. If Hey Attorneys duly and diligently searches for a record and it is believed that the record either does not exist or cannot be found, the Client or Requester will be notified accordingly. This notification will include the steps that were taken the attempt to locate the record.

14. **DELETION AND DESTRUCTION OF INFORMATION**

- 14.1. Clients, employees and third parties have the right to access the personal information Hey Attorneys holds about them. Clients and other people whose data Hey Attorneys holds also have the right to ask Hey Attorneys to update, correct or delete their personal information on reasonable grounds. Once a client or such other person objects to the processing of their personal information, Hey Attorneys may no longer process said personal information unless Hey Attorneys is obliged to in terms of its contractual obligations. Hey Attorneys will take all reasonable steps to confirm its clients' identity before providing details of their personal information or making changes to their personal information.

15. **FORM OF REQUEST**

- 15.1. The requester (which may or may not be a Client) ("**the Requester**") must use the prescribed form to make the request for access to a record. This must be made to the information officer. This request must be made to the address, or electronic mail address of the information officer.
- 15.2. The Requester must provide sufficient detail on the request form to enable the information officer to identify the record and the Requester. The Requester should also indicate which form of access is required. The Requester should also indicate if he or she

wishes to be informed in any other manner and state the necessary particulars to be so informed.

- 15.3. The Requester must identify the right that he or she is seeking to exercise or protect and provide an explanation as to why the requested record is required for the exercise or protection of that right.
- 15.4. If a request is made on behalf of a person, the Requester must submit proof of the capacity in which the Requester is making the request to the satisfaction of the information officer.
- 15.5. The form in which a request to access personal information is made can be found in **Annexure A** at the end of this policy document.
- 15.6. The form in which a request to object, correct, delete/destroy personal information is made can be found in **Annexure B** at the end of this policy document.

16. **FEES**

- 16.1. The information officer must notify the Requester (other than a personal Requester) by notice, requiring the Requester to pay the relevant fee before further processing the request. A personal Requester does not pay such fee.
- 16.2. The Requester may lodge an application to the court against the tender or payment of the request fee.
- 16.3. The information officer will then decide on the request and notify the Requester in the required form.
- 16.4. If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that had exceeded the prescribed hours to search and prepare the record for disclosure.

17. **AVAILABILITY OF THE MANUAL**

- 17.1. The manual is available for inspection at the offices of Hey Attorneys free of charge, a copy is made available on the Website, alternatively a copy may be requested from Hey Attorneys's information officer.

ANNEXURE A**PRESCRIBED FEES AND FORMS IN RESPECT OF PRIVATE BODIES**

The prescribed forms and fees for requests to private bodies, are available on the website of the Department of Justice and Constitutional Development, www.doj.gov.za .

FORM C**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**

(Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:	
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B. Particulars of person requesting access to the record

- | |
|---|
| <p>(a) <i>The particulars of the person who requests access to the record must be given below.</i></p> <p>(b) <i>The address and/or fax number in the Republic to which the information is to be sent must be given.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|---|

Full names and surname:	
Identity number:	

Postal address:	
Telephone number:	
E-mail address:	
Capacity in which request is made when made on behalf of another person	

C. Particulars of person on whose behalf request is made

<i>This section must be completed ONLY if a request for information is made on behalf of another person.</i>	
Full names and surname:	
Identity number:	

D. Particulars of record

<p>a. Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.</p> <p>b. If the provided space is inadequate, please continue on a separate folio and attach it to this form.</p> <p>c. The Requester must sign all the additional folios.</p>	
<i>Description of record or relevant part of the record:</i>	
<i>Reference number, if available:</i>	

Any further particulars of record:	
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E. Fees

a.	A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
b.	You will be notified of the amount required to be paid as the request fee.
c.	The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
d.	If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is require	
Disability:	Form in which record is required
Form in which record is required:	
Mark the appropriate box with an X.	
NOTES:	
(a) Compliance with your request in the specified form may depend on the form in which the record is available.	

(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.			
(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.			
1. If the record is in written or printed form:			
	copy of		inspection of record
2. If record consists of visual images			
this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
	view the images		copy of the images"
			transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
	listen to the soundtrack		transcription of soundtrack*
	audio cassette		written or printed document
4. If record is held on computer or in an electronic or machine-readable form:			
	printed copy of record*		printed copy of information
			derived from the record"
			copy in computer readable form* (stiffy or compact disc)
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			YES NO

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The Requester must sign all the additional folios.

a. Indicate which right is to be exercised or protected:

b. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

**SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE**

ANNEXURE B**REQUEST FOR ACTION IN RESPECT OF PERSONAL INFORMATION**

Confidential

Privacy Notice:

We are collecting your personal information, so that we can act on your request to exercise your rights in respect of your personal information. For this purpose and only when required, we may share this data within Hey Attorneys, and with other third parties that process your personal data in conjunction with us or on our behalf. To read our Data Protection Policy, please visit

<https://www.Hey Attorneys-capital.com/>.

Mark the appropriate box with an "x" and complete only the relevant sections of this form:

- ☐ Objection to the processing of personal information (complete sections B, C, D and G)
- ☐ Request to correct or delete/destroy personal information that is in the possession of or under the control of the responsible party (complete sections B, C, E and G)
- ☐ Request to delete/destroy personal information that is in the possession of or under the control of the responsible party and who is no longer authorized to retain the record of information (complete sections B, C, F and G)

(A) PARTICULARS OF RESPONSIBLE PARTY

Name: Hey Attorneys

Physical address: 7th FLOOR NEWLANDS TERRACES, 8 BOUNDARY ROAD, NEWLANDS, SOUTH AFRICA, 7700

Contact number: +27 21 681 5126

Email address: [EMAIL]

(B) PARTICULARS OF THE DATA SUBJECT WHO THE REQUEST PERTAINS TO

- (a) The particulars of the data subject who the request pertains to must be recorded below.
- (b) Proof of the capacity in which the request is made must be attached e.g. copy of Identity Document (ID) or Passport, or Affidavit. Certified copies must not be older than three months.

Full name and
Surname/Registered name, if
juristic entity

ID/Passport
Number/Registration
number, if juristic entity

Please indicate how you would like to be contacted by marking the appropriate box with an "X", and providing the relevant contact details in the space provided:		
<input type="checkbox"/> Residential / Postal / Business Address	<input type="checkbox"/> Telephone/Mobile	<input type="checkbox"/> e-Mail
Contact details:		

Capacity in which the request is made, where made on behalf of the data subject:

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(C) PARTICULARS OF PERSON MAKING REQUEST ON BEHALF OF DATA SUBJECT

This section must be completed only if the request is made on behalf of another person or

juristic entity. Full name and Surname/Registered Name, if juristic entity

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ID/Passport Number/Registration Number, if juristic entity

--

Please indicate how you would like to be contacted by marking the appropriate box with an "X", and providing the relevant contact details in the space provided:		
<input type="checkbox"/> Residential / Postal / Business Address	<input type="checkbox"/> Telephone/Mobile	<input type="checkbox"/> e-Mail
Contact details:		

(D) REASONS FOR OBJECTING TO PROCESSING OF PERSONAL INFORMATION AND PARTICULARS OF PERSONAL INFORMATION RECORD/S

- (a) This section is only to be completed if you are objecting to the processing of personal information in the possession of or under the control of the responsible party.
- (b) Provide detailed reasons for the objection and the full particulars of the record(s) to which the objection relates, including the reference number if that is known to you, to enable the record(s) regarding the objection to be located.
- (c) If the space provided for in this form is inadequate, please submit additional information as an Annexure to this form. THE DATA SUBJECT OR HIS/HER/ITS AGENT MUST SIGN ALL ADDITIONAL ANNEXURES.

Details reasons for the objection and a detailed description of the relevant personal information records to which the

objection relates:

(E) **PERSONAL INFORMATION RECORDS TO BE CORRECTED OR DELETED/DESTROYED**

- (a) This section is only to be completed if you are requesting the correction or deletion/destruction of personal information in the possession of or under the control of the responsible party.
- (b) Provide detailed reasons for the request to correct or delete/destroy personal information and the full particulars of the record(s) to be corrected or deleted/destroyed, including the reference number if that is known to you, to enable the relevant personal information record(s) to be located.
- (c) If the space provided for in this form is inadequate, please submit additional information as an Annexure to this form. THE DATA SUBJECT OR HIS/HER/ITS AGENT MUST SIGN ALL ADDITIONAL ANNEXURES.

Detailed reasons for the request to correct or delete/destroy personal information and a description of the personal information records to which the request relates:

(F) **PERSONAL INFORMATION RECORDS TO BE DELETED/DESTROYED**

- (a) This section is only to be completed if you are requesting the deletion/destruction of personal information in the possession or under the control of the responsible party, where the responsible party is no longer authorized to retain the record.
- (b) Provide detailed reasons for the request to delete/destroy personal information and the full particulars of the record(s) to be deleted/destroyed, including the reference number if that is known to you, to enable the relevant personal information record(s) to be located.
- (c) If the space provided for in this form is inadequate, please submit additional information as an Annexure to this form. THE DATA SUBJECT OR HIS/HER/ITS AGENT MUST SIGN ALL ADDITIONAL ANNEXURES.

Detailed reasons for the request to delete/destroy personal information and a description of the personal information records to which the request relates:

(G) **NOTICE OF DECISION REGARDING THE OBJECTION TO PROCESSING PERSONAL INFORMATION**

You will be notified in writing via your preferred mode of contact whether your request has been approved/denied (and the reasons for denial, if denied).

Signed at..... On this..... day of20

SIGNATURE OF DATA SUBJECT

SIGNATURE OF AGENT ACTING ON BEHALF OF DATA SUBJECT

Once completed, please submit this form along with any supporting documentation to [\[EMAIL\]](#)