

Privacy Policy – Louw & Da Silva Attorneys

1. Introduction

This Privacy Policy explains how Louw & Da Silva Attorneys ("the Firm") collects, uses, discloses, and safeguards your personal information in accordance with the Protection of Personal Information Act, 4 of 2013 ("POPIA").

2. Collection of Personal Information

We collect personal information in order to provide legal services, comply with legal obligations, and for administrative purposes. This includes:

- Full names, ID numbers, contact details
- Financial and transactional information
- Information required under the Financial Intelligence Centre Act (FICA)
- Communications with the Firm

3. Lawful Basis for Processing

We only process personal information where:

- You have consented to the processing
- It is necessary to carry out actions for the conclusion or performance of a contract
- It complies with an obligation imposed by law
- It protects your legitimate interest
- It is necessary for pursuing our legitimate interests

4. Use of Information

Your information is used to:

- Provide legal advice and services
- Verify identity and conduct due diligence
- Communicate with clients
- Fulfill statutory record-keeping requirements

5. Disclosure of Information

We may disclose your personal information to:

- Third-party service providers (e.g. cloud storage, accounting platforms)
- Regulatory authorities (e.g. FIC, Legal Practice Council)
- Courts or tribunals where required

6. Security of Information

We implement appropriate technical and organizational measures to protect personal information from loss, unauthorized access, and misuse.

7. Your Rights

You have the right to:

- Access your personal information
- Request correction or deletion of inaccurate or outdated data
- Object to processing under certain circumstances
- Lodge a complaint with the Information Regulator

8. Information Officer

The appointed Information Officer is:

Name: Albert van der Merwe Louw

Email: albert@louwdasilva.co.za

Phone: 053 723 3259

9. Changes to this Policy

We may amend this Privacy Policy from time to time. The latest version will always be available on our website.