



## **POPIA & PRIVACY NOTICE**

### **Commitment to Privacy**

Mataela Attorneys respects the right to privacy and is committed to processing personal information lawfully and responsibly in accordance with the **Protection of Personal Information Act, 4 of 2013 (POPIA)**.

### **Collection of Personal Information**

Personal information is collected only where it is:

- Voluntarily provided by a data subject, or
- Required for lawful and legitimate purposes.

This may include names, contact details, and limited information submitted via electronic communication channels.

### **Purpose of Processing**

Personal information is processed strictly for:

- Responding to enquiries
- Assessing prospective mandates
- Administering professional services (where applicable)
- Compliance with legal and regulatory obligations

Personal information will not be processed in a manner that is excessive, misleading, or unrelated to the stated purpose.

### **Disclosure of Information**

Personal information will not be disclosed to third parties without consent, except where disclosure is:

- Required or permitted by law, or
- Necessary for the proper administration of legal services.

### **Safeguards**

Mataela Attorneys implements appropriate technical and organisational measures to protect personal information against unauthorised access, loss, or misuse.

### **Retention**

Personal information is retained only for the period required to fulfil the purpose for which it was collected, or as prescribed by applicable law and professional rules.

### **Data Subject Rights**

Data subjects may exercise their rights under POPIA, including the right to access, correct, or object to the processing of personal information, by contacting:

**Email:** [info@mataelaattorneys.co.za](mailto:info@mataelaattorneys.co.za)

**Telephone:** 081 884 8877

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**Mataela Attorneys**