

HTN ATTORNEYS - WEBSITE PRIVACY POLICY

[THIS WEBSITE COMPLIES WITH THE VOLUNTARY PRIVACY PRINCIPLES CONTAINED IN THE ELECTRONIC COMMUNICATIONS AND TRANSACTIONS ACT 25 OF 2002, ("ECT Act")]

HTN respects Your privacy and your personal information. Our Privacy Policy is set out as clearly as possible in the summary below.

1. **Consent**

By submitting your details and/or using Our Website You accept this Privacy Policy and expressly consent to the collection, use and disclosure of Your personal information in the manner described below. If You object to any of the potential uses described in this Privacy Policy please don't register on Our Website.

2. **Security and Confidentiality**

2.1 We understand the value of Your personal information and therefore will take all reasonable steps to protect Your personal information from loss, misuse or unauthorised alteration. Your personal information is stored in databases that have built-in safeguards and firewalls to ensure the privacy and confidentiality of that information.

2.2 Our security systems meet or exceed industry standards and We are constantly monitoring internet developments to ensure Our systems evolve as required. We also test Our systems regularly to make sure Our security mechanisms are up to date.

2.3 Finally, We are subject to South African data protection laws, which We comply with fully.

3. **Personal Information**

Personal information is information that identifies or relates specifically to You and includes Your name, age, identity number, contact details and payment information and history.

4. **Use of information collected**

4.1 We may process, transfer and disclose Your personal information for the purposes of:

4.1.1 providing You with products or services, and complying with the Your instructions;

4.1.2 verifying Your identity;

4.1.3 compliance with laws and public duties;

4.1.4 to assist in improving HTN's services;

4.1.5 in the interests of security and crime prevention;

4.1.6 market research; and

4.1.7 providing You with information via mail, telephone or other means about HTN services from time to time.

4.2 Note that, as permitted by the ECT Act, this Website may use personal information collected compile profiles for statistical purposes and trade in these profiles. No information contained in the profiles or statistics will be able to be linked to any specific User.

4.3 You consent that HTN may share Your personal information with third parties for purposes of management and administration of this Website.

4.4 This Website will destroy or delete any personal information which has become obsolete.

5. **Data collection**

5.1 In addition to the personal information You submit, We may collect information about Your computer including, where available, your IP address, operating system and browser type - for system administration.

5.2 This is statistical data about browsing actions and patterns and does not identify any individual. We may also obtain information about Your general internet usage by using a cookie file which is stored on the hard drive of Your computer. Cookies enable Us to improve Our service to You, estimate Our audience size and usage patterns, store information about Your preferences and recognise You when you return to Our Website.

5.3 You can set Your web browser to refuse cookies, but if You do this You may not be able to enjoy full use of the Website and You may not be able to take advantage of certain promotions We may run from time to time. Please note that third parties who advertise on Our site may also use cookies, but We do not have access to, or control over them and therefore cannot take responsibility for them.

6. **"PIN"**

When You use the Website, You may be given an access number, User name, password and/or personal identification number (PIN). You are responsible for maintaining the secrecy and confidentiality of Your User name, password and/or personal identification number ("PIN").

7. **Sharing your data for service provision**

We may share the personal data You submit or that We collect with third parties involved in the process of providing the products and services You may request. All service providers are bound by contract to maintain the confidentiality and security of Your personal information and are restricted in their use thereof as per this Privacy Policy.

8. **Electronic Communications and Transactions Act**

8.1 We subscribe to the principles, outlined in Section 51 of the Electronic Communications and Transactions Act 25 of 2002 ('ECT Act'), which govern Your right to having Your personal information kept private. We briefly outline these principles below:

8.1.1 We shall only collect, collate, process and store ('use') Your personal information with your written permission as set out in this Privacy Policy, unless legally required to do so, and will only use such

information for the lawful purpose for which it is required as set out in this Privacy Policy.

8.1.2 We shall disclose in writing, the specific purpose for which We use, request and store Your personal information. We will also keep a record of that personal information and the specific purpose for which We have used it.

8.1.3 We will not use your personal information for any purpose, other than that which We disclosed to You herein, unless You give Us your express written permission to do so, or unless We are permitted/required to do so by law.

8.2 Further to the requirements of the ECT Act; We will disclose Your personal information without Your consent:

8.2.1 If We are required to do so by law or a court order;

8.2.2 If disclosure is in the public interest;

8.2.3 With Your express or implied consent.

8.3 In terms of the Consumer Protection Act and section 45 of the ECT Act, You understand that you have the option to opt out of any mailing list maintained by HTN for commercial and marketing communications.

9. **Third party links**

9.1 Our Website may contain links to third party websites. If You follow a link to any of these websites, please note that these websites have their own terms and privacy policies and that We do not accept any responsibility or liability for them. By using this Website and registering with HTN you may receive follow-up contact and offers from third party companies as you have agreed to do by accepting this Privacy Policy, We are not responsible for the services or representations of third parties.

9.2 Because We are not responsible for any representations or information or warranties or content on any website of any third party, We do not exercise control over third parties' privacy policies and You should refer to the privacy policy of any such third party to see how such party protects Your privacy.

10. **Changes to this Privacy Policy**

We reserve the right, in Our sole discretion to update, modify or amend (including without limitation, by the addition of new terms and conditions) this Privacy Policy from time to time with or without notice. You therefore agree to review the Privacy Policy whenever You visit the Website for any such change. Save as expressly provided to the contrary in this Privacy Policy, the amended version of the Privacy Policy shall supersede and replace all previous versions thereof.

11. **Access rights**

11.1 You have the right to access personal data that is held about You. To obtain a copy of the personal information HTN holds, You should write to the Data Officer at Our email address set out in the Website under "*contact details*". We will respond to you within forty days of receipt of the request. If there are any inaccuracies in the information We hold about you, please notify Us of this in order that We may correct the information We hold about You.

11.2 If You have any comments or questions about HTN Privacy Policy please contact the Data Officer at HTN's email address supplied on Our Website.

12. **Which laws apply?**

This Privacy Policy will be governed by and construed and interpreted in accordance with the laws of South Africa. To the extent that a court has jurisdiction over any dispute which may arise out of or in connection with this Privacy Policy, You and HTN submit to the jurisdiction of the South African courts.