

POPI POLICY

1. PURPOSE

De Wet Lyell Nel & Maeyane Incorporated is committed to the provisions of the Protection of Personal Information (POPIA) Act, No 4 of 2013. We are committed to protecting Personal Information by specifying processes, procedures and safeguards for the processing and access of Personal Information.

2. PROTECTION OF PERSONAL INFORMATION

3.1 **De Wet Lyell Nel & Maeyane Incorporated and its Operators** will Process Personal Information of Data Subjects in connection with and for the sole purpose(s) of the Services rendered and agreed upon.

3.2. **De Wet Lyell Nel & Maeyane Incorporated and its Operators** shall not disclose Personal Information or use it for any other purposes as for the services rendered and agreed upon.

3.3 **De Wet Lyell Nel & Maeyane Incorporated and its Operators** shall safeguard Personal Information provided and or to which it has access to through appropriate systems, processes, and protocols.

3.4. **De Wet Lyell Nel & Maeyane Incorporated and its Operators** shall ensure that only employees that need to be involved in the Processing of and Access to the Personal Information have access to the information.

3.5 **De Wet Lyell Nel & Maeyane Incorporated's Operators** shall notify the Information Officer of **De Wet Lyell Nel & Maeyane Incorporated** if any Personal Information in possession of the **Operator** has been accessed, leaked, utilised, or acquired by an unauthorised party (s) or if a breach has occurred with the use of personal information for any other purposes than agreed upon between the parties, immediately and in writing.

3.6 **De Wet Lyell Nel & Maeyane Incorporated** shall notify the National Regulator if any Personal Information has been accessed, leaked, utilised, or acquired by an unauthorised party (s) or if a breach has occurred with the use of personal information for any other purposes than agreed upon between the parties, immediately and in writing.

4. SAFEGUARDING OF INFORMATION

De Wet Lyell Nel & Maeyane Incorporated and its **Operators** shall ensure that the necessary systems, processes, and protocols are in place to safeguard Personal Information.

5. RETURN AND MANAGEMENT OF INFORMATION

De Wet Lyell Nel & Maeyane Incorporated may request that its **Operators** return Personal Information. The **Operator(S)** can also be requested to destroy personal information.

6. CONFIDENTIALITY

6.1 **De Wet Lyell Nel & Maeyane Incorporated and its Operators** agrees not to disclose, publish, or utilise any Confidential Information in any manner without the prior written consent of **De Wet Lyell Nel & Maeyane Incorporated**.and or the **Data Subject (s)** respectively.

6.2 **De Wet Lyell Nel & Maeyane Incorporated and its Operators** further warrants that Confidential Information will only be accessed by those employees responsible for deliverables and or Services.