

**CONFIDENTIAL**

All Data Subjects of the PJD Law Firm  
*By Email*

Our ref: POPIA/PJD  
Your ref: Various

2021/07/01

Dear Sirs/Mesdames,

PROTECTION OF PERSONAL INFORMATION  
Notice to Data Subjects of Rights and Information Possessed

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A. INTRODUCTION

1. We refer to the above matter as well as the *Protection of Personal Information Act, 2013* (the “Act”), and the *Regulations relating to the Protection of Personal Information, 2018*, (the “Regulations”).
2. As you may be aware, we have previously collected and currently possess, store, use, and/or otherwise process personal information relating to you or the party(ies) you represent (the “data subject”/“you”).
3. As a courtesy, this mail is intended to inform you -
  - 3.1. of the particulars of our firm and designate information officer.
  - 3.2. that personal information relating to you may be processed at our firm;
  - 3.3. of the likely basis and purpose of such processing;
  - 3.4. of certain rights you may have in terms of the Act and the Regulations; and
4. As obligated in terms of the Act, however, you will be duly notified in the event that any further personal information is “collected” from you in future.

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**Directors** – Mr. PJ Dennison LLM (advanced risk management; international investments, advanced contracts, delict) LLB cum laude (UFS)

**Associates** – Mr. F Zim; Ms. LK King

Ms. CA Moses (Office Manager); Ms. Mary Mphaga (CIPC Lodgements); Ms. N Tshabalala (PJD Real Estate)

Mr. R Fuls (Legal Costs); Ms. I Watthanawongmanee (Asia Liason)

LEGAL: Commercial and Company Law – Court Litigation – Criminal Law – Notary Services – General Legal – Debt Collection  
REAL ESTATE: Selling – Buying – Transfer and Registration – Letting – Property Management

### B. FIRM AND INFORMATION OFFICER DETAILS

5. The responsible party in this instance is the commercial juristic entity of legal practitioners registered with the Legal Practice Council of South Africa; practicing under the name and style of "The PJD Law Firm"; incorporated as "Paton J Dennison Inc", being a private personal liability company as defined in section 1 of the Companies Act, 2008; registered as such under registration number 2015/322125/07; and having its principal place of business at 7 Potgieter Road, Eastleigh, Edenvale, Ekurhuleni Metropolitan Municipal Area, Gauteng.
6. Mr PJ Dennison will be the information officer of the firm. Your requests and objections may be dispatched to me via email using the [IO@pjdlegal.com](mailto:IO@pjdlegal.com) address.

### C. CONFIRMATION OF PROCESSING, INCLUDING BASIS AND PURPOSE

7. We confirm that personal information relating to you may be/ is/has been/will be processed by us.
8. In this regard, we submit that the processing takes place on the basis of, *inter alia*, -
  - 8.1.1. its necessity to carry out actions for the conclusion or performance of a contract to which you are a party (including your mandate with us);
  - 8.1.2. conducting proceedings in any court or tribunal that have commenced or are reasonably contemplated;
  - 8.1.3. our duty to comply with obligation imposed by law on us (such as the Financial Intelligence Centre Act, 2001 ("FICA"), the Companies Act, 2008, the Legal Practice Act, 2014, etc);
  - 8.1.4. protecting your legitimate interest;
  - 8.1.5. pursuing our legitimate interests or those of a third party (who is a client of ours); and/or
  - 8.1.6. your informed consent.
9. The purpose of the processing is set out in paragraph 8 above, *mutatis mutandis*. Personal information and will be retained as -

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- 9.1.1. required or authorised by law;
- 9.1.2. required for lawful purposes related to our functions or activities (providing legal services to our clients as well as ancillary and incidental attendances such as filing, merging, investigations, etc) ;
- 9.1.3. required by a contract between the parties thereto ; or
- 9.1.4. consented to by you.

### D. COMPLIANCE WITH FURTHER CONDITIONS AND OTHER PROVISIONS OF THE ACT

- 10. We have complied, and continue to comply, with the conditions and all relevant provisions of the Act including:
  - 10.1. Appropriate, reasonable technical and organisational measures shall be maintained and/or taken to prevent –
    - 10.1.1. loss of, damage to or unauthorised destruction of personal information ; and
    - 10.1.2. unlawful access to or processing of personal information.
  - 10.2. The personal information processed shall be adequate, relevant, and not excessive.
  - 10.3. Processing shall be aligned with the purpose of collection.
  - 10.4. The information was collected from you. Where it has not been collected directly from you but from a different source, such collection was permitted or necessary as, *inter alia*, -
    - 10.4.1. the personal information was contained in or derived from a public record or has deliberately been made public by you ;
    - 10.4.2. you have consented to such collection
    - 10.4.3. collection of the information from another source would not prejudice your legitimate interest;
    - 10.4.4. it is necessary for the conduct of proceedings in any court or tribunal that have commenced or are reasonably contemplated ;
    - 10.4.5. it is necessary to maintain our legitimate interests or those of a third party.

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- 10.5. The information shall be destroyed, deleted, or de-identified as soon as reasonably practicable after we are no longer authorised to retain the records.

### E. YOUR RIGHTS

11. We wish to inform you of the following rights you may have, *inter alia*, in terms of the Act and Regulations. These include the rights to -
- 11.1. be notified that personal information about you is being collected as provided for in terms of section 18 ;
  - 11.2. be notified if your personal information has been accessed or acquired by an unauthorised person as provided for in terms of section 22 ;
  - 11.3. establish whether we hold personal information of you of that data subject and to
  - 11.4. request access to your personal information as provided for in terms of section 23 ;
  - 11.5. request, where necessary, the correction, destruction or deletion of your personal information as provided for in terms of section 24. Use the **attached Form 2** for this purpose; and
  - 11.6. object, on reasonable grounds relating to your particular situation, to the processing of your personal information as provided for in terms of section 11 (3) (a). Use the **attached Form 1** for this purpose.

### F. EXEMPTION FROM CERTAIN DISCLOSURE

12. We confirm that the PJD Law Firm is a legally qualified person in private practice who lawfully provides clients, at their request, with independent, confidential legal advice. As such, we are “professional legal advisors” as defined.
13. As professional legal advisors, our client’s legally privileged personal information (and that of any person representing such client) is also protected from –
- 13.1. Search and seizure by authorities in terms of section 86 of the Act;
  - 13.2. Disclosure to the Regulator pursuant to an information notice in terms of section 90; and
  - 13.3. Disclosing information that may expose us to criminal proceedings.

G. CLOSING

14. We trust the above is in order and, if you wish to exercise any of your rights vis-à-vis your personal information, kindly contact us.

Yours faithfully

**Paton J Dennison**

Director

Email: [PJDennison@PJDlegal.com](mailto:PJDennison@PJDlegal.com)

Direct line: 074 682 689 4