

Clyde & Co Incorporated Privacy Statement

Who We Are

Clyde & Co Incorporated (registration number 2014/107150/21) (“**Clyde & Co Inc.**”/ “**we**”) is a law firm based in the Republic of South Africa with its registered office at 13th Floor South African Reserve Bank, 60 Street George’s Mall, Cape Town, Western Cape, 8001). We are a personal liability company incorporated in accordance with the laws of the Republic of South Africa. We have offices in Cape Town and Johannesburg.

Incorporation of Privacy Notice

This South Africa–specific Privacy Statement incorporates the content and disclosures made on the Privacy Notice page of <https://www.clydeco.com/en/legal-and-privacy/privacy> (“**Privacy Notice**”).

South Africa Notice

Where Clyde & Co Inc. processes any personal information within the Republic of South Africa, the following additional content and disclosures set forth in this Privacy Statement will apply, to ensure compliance with the provisions of the Protection of Personal Information Act, 2013 (“**POPIA**”).

South African Information officer

We have an Information Officer whose job is to oversee our data protection compliance in South Africa. You can contact our Information Officer by sending an email to: SAInformationOfficer@clydeco.com.

What is personal information?

Any reference to personal information in this Privacy Statement and the Privacy Notice shall include personal information relating to identifiable, living natural persons and identifiable, existing, juristic persons.

Applicable Terms under POPIA

Where the Privacy Notice makes reference to controller, such term will have the same meaning as a “responsible party” as defined in POPIA, being the person who determines the means and purpose of the processing of personal information. Similarly, any reference to processor in the Privacy Notice, shall have the same meaning as a “operator” as defined in POPIA, being a person who processes the personal information for a responsible party in terms of a contract or mandate, without ever coming under the authority of the responsible party. All reference to special categories of data and criminal data shall be considered to also refer to special personal information as described under POPIA.

If you fail to provide personal information

You do not have to provide personal information to us, but if you choose not to provide personal information, we may not be able to provide our services or otherwise engage or communicate with you.

Consent

Where we are required to obtain your consent to process any personal information about you, we will ensure we obtain your consent to process your personal information. For example, we may be required to conduct background checks as part of your job application, these checks may include the processing of special personal information relating to you, i.e. criminal behaviour, and so we would obtain your consent for such processing. Where we do process your personal information based on your consent, you have the right to withdraw your consent at any time. To withdraw your consent please email us at SAinformationofficer@clydeco.com or, to stop receiving our marketing emails or firm news, please click on the unsubscribe link in the relevant email you receive from us.

Cross-border transfers of your personal information

Where we transfer your personal information from the Republic of South Africa to a third party that is located in a country which does not have adequate privacy protection, we will put in place a contract with the third party that includes undertakings to provide the same or similar protection in respect of the processing of personal information as provided for under POPIA.

Your rights

In addition to your rights set out in the Privacy Notice, under certain conditions you also have the right to:

- object to the processing of your personal information where we are relying on our legitimate interest (or those of a third party) or to protect your legitimate interest; and
- object to the processing of your personal information for direct marketing purposes.

If you want to exercise our rights under the Privacy Notice and this Privacy Statement in respect of the processing activities relating to South Africa only, please contact the Information Officer by sending an email to SAInformationOfficer@clydeco.com.

How to contact us

If you have any questions about our Privacy Statement, would like to exercise any of your rights, or would like to share any comments with us, please contact Information Officer by sending an email to: SAInformationOfficer@clydeco.com.

Complaints

If you are not satisfied with our use of your personal information or our response to any request by you to exercise your rights, or if you think that we have breached any relevant data protection laws, then you have the right to complain to the Information Regulator.

Details of the Information Regulator are set out below:

Email: complaints.IR@justice.gov.za

Address: JD House, 27 Stiemens Street

Braamfontein, Johannesburg, 2001

Privacy Statement Updates

This Privacy Statement was last updated in June 2021. We occasionally update our Privacy Statement and the terms of our website's disclaimer. Please periodically check our Privacy Statement and our website's disclaimer to learn of any changes to our Privacy Statement and disclaimer. This Privacy Statement supersedes all prior versions applicable to our website, with respect to any South African-specific Privacy Statements.

Last Reviewed: 25/06/2021
Next Review Date: 01/07/2022