

The image shows the Verryn & Co logo in a stylized, rounded font. The word 'Verryn' is in a dark red color, and '&CO' is in a grey color. Below the logo, the words 'audit . tax . accounting' are written in a smaller, grey, sans-serif font. The background of the image is a light grey desk with a black mug, a pencil, and some paper clips.

verryn&co

audit . tax . accounting

not just bean counters ... bean growers



Verryn & Co Inc. - Privacy Notice

We value and respect your personal data! This privacy notice provides details of the personal information we collect from you, what we do with it, how you might access it and who it might be shared with.

Our Organisation

Verryn & Co Inc.
44 Constantia Road
Wynberg, Cape Town
7800
South Africa
Telephone: +27217615955
Organisation email: greg@verryn.co.za

What we do with your personal information

We use your personal information only for the purpose for which it is collected. Among others, this purpose could be to provide a service, assist us with administration, or even to comply with a legal obligation. We may use your personal information for other similar purposes, including to communicate with you in respect of important matters related to the services we provide to you and the regulatory environment within which we both operate. Each such communication will afford an opportunity to opt out of future communications.

ATTENTION all children.

This is a very important notice which we must share with you and any one of your parents or legal guardians. To make use of our services, we need information which is personal to you. For example, your name, your email address and your phone number. It might be so that we cannot use your information unless your parent agrees. Please tell your parents to read the notice below.

ATTENTION all parents / legal guardians

In order for your children to make use of our services we need to use their personal information and for this we are required by law to obtain the consent of a parent or legal guardian. Before deciding on consent it is important for parents to understand our information security and privacy policies. It

is equally important for parents to explain to children, the implications of not providing our organisation with the proper consent. A link to our consent form can be found wherever we collect personal information of children.

From **our service providers, suppliers, consultants and contractors** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis.

Processing purpose	Lawful basis	Retention period
For record retention purposes	S15 - To comply with revenue collection law as per the SARS Act	Until tax or other legal retention period expires

From **minor children of our existing clients** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis.

Processing purpose	Lawful basis	Retention period
To enable us to provide an agreed upon service	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires

From our **Customers / Clients** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis.

Processing purpose	Lawful basis	Retention period
Auditing and taxation services	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Business advisory services	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
Payroll, bookkeeping and company secretarial and related services	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires
To inform clients of matters relevant to the services we provide	S11 - It is in the legitimate interest of you, our client	Until consent withdrawn

From our **Prospective Employees** we collect, use and retain personal information for the following purposes and periods, with the applicable lawful basis.

Processing purpose	Lawful basis	Retention period
Employee recruitment	S11 - To conclude or perform a contract to which the data subject is party	Until tax or other legal retention period expires

What personal information do we collect?

We only collect the minimum amount of information that is relevant to the purpose. If you interact with us on the internet, the personal information we collect depends on whether you just visit our website or, use our services. If you visit our website, your browser transmits some data automatically, such as your browsing times, the data transmitted and your IP address.

If you use our services, personal information is virtually always required to fulfill the requirements of that service.

Generally, we collect the following personal information. If there is any *specific* personal information to collect, we will indicate as such, at or near the time of collection.

- Identification number
- Additional identifying information
- Online identifier information
- Personal opinions, views or preferences
- Telephone number
- Confidential correspondence
- Email address particulars
- Financial, accounting, payroll and business related information & banking details
- Physical address particulars
- Education history details
- Employment history details where applicable

Special personal information could be about your health, your racial or ethnic origin, your trade union membership etc. We collect the following special personal information, under the appropriate lawful basis.

- Trade union membership
 - S30 - We comply with provisions concerning a data subject's trade union membership
- Criminal behaviour - allegations
 - S33 - We comply with provisions concerning a data subject's criminal behaviour or biometric information
- Health or sex life
 - S32 - We comply with provisions concerning a data subject's health or sex life
- Race or ethnic origin
 - S29 - We comply with provisions concerning a data subject's race or ethnic origin

We collect your personal information from the following indirect sources

Data subject type	Personal information type	Indirect source name
Minor children of our existing clients	Additional identifying information	Parent or legal guardian
Customers / Clients	Additional identifying information	Another responsible party
Prospective Employees	Additional identifying information	Recruitment agencies
Prospective Employees	Online identifier	Recruitment agencies
Minor children of our existing clients	Online identifier	Parent or legal guardian
Customers / Clients	Online identifier	Another responsible party
Our service providers, suppliers, consultants and contractors	Physical address	Website or social media
Prospective Employees	Physical address	Recruitment agencies
Minor children of our existing clients	Physical address	Parent or legal guardian
Minor children of our existing clients	Identification Number	Parent or legal guardian

Prospective Employees	Identification Number	Recruitment agencies
Customers / Clients	Identification Number	Another responsible party
Minor children of our existing clients	Telephone number	Parent or legal guardian
Prospective Employees	Telephone number	Recruitment agencies
Our service providers, suppliers, consultants and contractors	Telephone number	Website or social media
Customers / Clients	Confidential Correspondence	Another responsible party
Prospective Employees	Confidential Correspondence	Recruitment agencies
Prospective Employees	Education history	Recruitment agencies
Customers / Clients	Employment history	Another responsible party
Prospective Employees	Email address	Recruitment agencies
Our service providers, suppliers, consultants and contractors	Email address	Website or social media
Minor children of our existing clients	Email address	Parent or legal guardian

Minor children of our existing clients	Email address	Another responsible party
Minor children of our existing clients	Email address	SARSEfiling portal
Minor children of our existing clients	Financial, accounting, payroll and business related information & banking details	Parent or legal guardian
Customers / Clients	Financial, accounting, payroll and business related information & banking details	Another responsible party
Data subject type	Special personal information type	Indirect source name
Prospective Employees	Criminal behaviour - allegations	Recruitment agencies
Prospective Employees	Health or sex life	Recruitment agencies
Prospective Employees	Race or ethnic origin	Recruitment agencies
Customers / Clients	Race or ethnic origin	Another responsible party
Customers / Clients	Trade union membership	Another responsible party

Who might we share your personal information with?

To maintain and improve our services, your personal information may need to be shared with or disclosed to our service providers, other responsible parties with whom you have contracted, industry regulators, in some cases, public or legal authorities.

We transfer personal information to the following organisations:

Data subject type	Organisation name	Type	Country
Our service providers, suppliers, consultants and contractors	Our service providers	Operator	South Africa
Our service providers, suppliers, consultants and contractors	Regulatory or governmental agencies	Responsible Party	South Africa
Minor children of our existing clients	Our service providers	Operator	South Africa
Minor children of our existing clients	Regulatory or governmental agencies	Responsible Party	South Africa
Customers / Clients	Our service providers	Operator	South Africa
Customers / Clients	Regulatory or governmental agencies	Responsible Party	South Africa
Customers / Clients	Various recipients when specifically requested to do so by our clients	Responsible Party	South Africa
Prospective Employees	Our service providers	Operator	South Africa
Prospective Employees	Recruitment agencies	Operator	South Africa

Prospective
Employees

Regulatory or
governmental
agencies

Responsible Party

South Africa

For the following purposes we may disclose your personal information to authorised third parties because it's in their legitimate interests:

- To inform clients of matters relevant to the services we provide, and the regulatory environment within which we operate.

If we transfer your personal information outside of South Africa, we apply the necessary safeguards which include, confirming whether the receiving country has the proper data protection law, ensuring that there is a binding agreement between parties or, if the transfer is internal to our organisation, commitment to binding corporate rules, or, when specifically requested to do so by you, our client. Details of these safeguards may be obtained by contacting us directly.

How do we look after personal information?

We limit the amount of personal information collected to only what is fit for the purposes as described above. We restrict, secure and control all of our information assets against unauthorized access, damage, loss or destruction; whether physical or electronic. We retain personal information only for as long as is described above, to respond to your requests, or longer if required by law. If we retain your personal information for historical or statistical purposes we ensure that the personal information cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal information.

How can you access your personal information?

You have the right to request access to any of your personal information we may hold. If any of that information is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely.

If you would like to make a request to see what personal information of yours we might hold, you may make a request. To this end, please find the contact particulars of our information officer below.

Where you have previously given your consent to process your personal information, you also have the right to request that we transmit your personal information to a different service provider.

Where it may have been necessary to get your consent to use your personal information, at any moment, you have the right to withdraw that consent. If you withdraw your consent, we will cease using your personal information without affecting the lawfulness of processing based on consent before your withdrawal.

Our Information Officer

Gregory Speed
greg@verryn.co.za
Telephone: +27 21 7615955

The SA Information Regulator

You have the right to lodge a complaint with the SA Information Regulator. See the Information Regulator contact details below.

The Information Regulator (South Africa)

PO Box 31533

Braamfontein

27 Stiemens St

Braamfontein

2017

The Information Regulator (South Africa)

complaints.IR@justice.gov.za

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