



Privacy Policy Statement

This Privacy Statement was published on 30 May 2021.

Antony Kerdachi & Associates (Pty) LTD is committed to protect and respect your privacy in compliance with the Protection of Personal Information Act 4 of 2013 (*POPIA*). This privacy statement explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others, and how we keep it secure. This Privacy Statement applies to the use of our products and to our sales, marketing, and customer contract fulfillment activities. It also applies to individuals seeking a job at Antony Kerdachi & Associates (Pty) LTD.

Who are we?

Antony Kerdachi & Associates (Pty) LTD provides complete accounting services for all businesses. These services range from taxation (personal and corporate), including trusts, payroll services, personalised payroll, compilation and signing off of annual financial statements. We assist clients with all statutory returns, namely; VAT EMP and labour. We provide bookkeeping services and statutory services. These include registering new companies, changes to directors, keeping clients annual returns compliant, and attending to CK2 amendments. Antony Kerdachi is the Information Officer on behalf of Antony Kerdachi & Associates (Pty) LTD and can be contacted by email at:

Cell: 0834568557

e-mail: antony@kerdachi.co.za

1) When do we collect personal data about you?

When you are using our online technology solutions:

- When you interact with us in person, through correspondence, by phone, by social media, or through our website.
- When we collect personal information from other legitimate sources, such as third-party data aggregators, public sources, or social networks. We only use this data if you have given your consent to them to share your personal data with others.
- We may collect personal data if it is considered to be of legitimate interest and if this interest is not overridden by your privacy interests. Before data is collected, we make sure an assessment is made, ensuring that there is an established mutual interest between you and Antony Kerdachi.
- We may collect information for market-specific reasons.

Authorised

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2. What type of information do we collect?

(a) If you contact us using one of our websites we may request and/or require further information about you or your company, including, but not limited to, your name, your company's name, address, telephone and facsimile number, email address, and other identity and contact information. We collect personal information regarding tax returns and Directors and shareholders when registering entities.

(b) If you use our services, request quotes for products through our websites or otherwise, make use of the websites, we may ask you to provide further information, including but not limited to technical specifications, financial information, and other business-related information.

(c) When you visit our website, we may collect certain routing information such as the Internet Protocol address of your originating Internet Service Provider, and information provided by "cookies" stored on your hard drive. Cookies are small data files containing a unique identifier so that we can recognize you each time you return to our sites, and which keep track of the pages you view on the website and which services you use

(d) We may also collect aggregate information about the use of our website, including which pages are most frequently visited, how many visitors we receive daily, and how long visitors stay on each page.

(e) We may also collect feedback, comments, and questions received from you in service-related communication and activities, such as meetings, phone calls, documents, and emails. For our websites and CRM technology, we may collect IP addresses and actions taken on the site.

(f) If you upload photos or videos, add posts or comments, etc. on our social media websites the information can be read by anyone with access to these social media websites and used for purposes over which Antony Kerdachi & Associates (Pty) LTD or you have no control. Therefore, Antony Kerdachi & Associates is not responsible for any information you submit to social media platforms.

(g) If you apply for a job at Antony Kerdachi & Associates (Pty) LTD, we collect the data you provide during the application process.

(h) Antony Kerdachi & Associates (Pty) LTD does not collect or process any special categories of personal data, such as public unique identifiers or sensitive data. All this data is stored on our company's online drive.



3. Use of your personal information

Any personal information or details you provide to Antony Kerdachi & Associates on this website will be treated and kept in confidence but may be used by Antony Kerdachi & Associates (Pty) LTD in the following ways:

(a) Where you have provided your contact details to receive information from Antony Kerdachi & Associates, we may use your contact information to let you know about the products or services we offer (including online reports and newsletters) and about enhancements or changes to the website. We may also use your data to enable Antony Kerdachi & Associates (Pty) LTD to respond to complaints, or to form management decisions regarding the future development of its website.

(b) If you indicate your consent on the e-mail submission page, Antony Kerdachi & Associates may also use your personal data for future mailings in relation to the subject of interest that you identified on the email contact page or the needs analysis page, in relation to support and/or new products or services that may be relevant to you. You can unsubscribe from this at any time by clicking on the "unsubscribe" link on any e-mail we send to you or by contacting us at the details at the end of this Notice.

(c) Where you have provided personal information for potential employment with Antony Kerdachi & Associates, you agree that Antony Kerdachi & Associates, members of the Antony Kerdachi & Associates or non-affiliated companies who perform support services on Antony Kerdachi & Associates on behalf may use the information submitted on the Careers/Current Vacancies page of this website to process your application. Antony Kerdachi & Associates may also use your personal data to notify you of job openings within Antony Kerdachi & Associates that may be of interest to you.

(d) The information you provide on the application form will be kept on file by Antony Kerdachi & Associates in our CV management system for a period of twelve (12) months from the date of submission. If after that period no job has been matched to the information you provided, your personal information will be deleted from our database.

(e) We collect information for tax services purposes.

(f) The information required is also used when registering new entities or for Statutory registration with SARS and labour and CIPC and Antony Kerdachi and Associates have to submit Personal information.



4. With whom do we share your personal information?

(a) We may provide the information we collect about you and your company, including your e-mail address or other identifying information, to our Affiliates and third parties, including manufacturers, suppliers, or others involved in the distribution chain to provide the products or services that have been requested. We may provide aggregate statistics about visitors, website transactions, or other website activity.

(b) We may disclose information about you or your company if we have a good faith belief that we are required to do so by law or legal process; to respond to claims or to protect your vital interests or the vital interest of others.

(c) We may have to disclose information when registering new entities or for statutory registration with SARS, labour and CIPC, we have to submit Personal information.

5. How long do we keep this information about you?

We keep information in line with our data retention schedule which provides that no personal data is retained for a period longer than is necessary for the particular business purpose unless we are required to retain the personal information to meet our legal and regulatory requirements. In all cases our need to use your personal information will be assessed on a regular basis and information that is no longer required will be securely deleted.

This means that we may retain your personal data for a reasonable period of time after your last interaction with us. When the personal data that we have collected is no longer required, we will delete it securely. We may process data for statistical purposes, but in such cases, data will be anonymized.

6. Data subject rights

In some circumstances, the Protection of Personal Information Act (POPIa) grants you certain rights in relation to your data. These rights are detailed below along with details of how we will respond in circumstances where these rights apply.

Subject access requests:

You may have the right to access particular personal data that we hold about you. This is referred to as a subject access request. In circumstances where these rights apply, we will respond promptly, and certainly within one month from the point of receiving the request and all necessary information from you. Our formal response will include details of the personal data we hold about you, including the following:

- Sources from which we acquired the information;



- The purposes for processing the information; and
- Persons or entities with whom we have shared the information.

Right to rectification

You may have the right to the rectification of any inaccurate personal data we hold concerning you. Taking into account the purposes of the processing, you may have the right to have incomplete personal data completed, including providing a supplementary statement.

Right to erasure

You may have the right to the erasure of your personal data without undue delay.

Right to restriction of processing

You may have the right to restrict the processing of your personal data where one of the following applies:

- a) your personal data is inaccurate; the processing is unlawful and you oppose to the erasure of the personal data;
- b) you have objected to us processing your personal data whilst we verify whether there are legitimate grounds for the processing activity.

Notification obligation regarding rectification or erasure of personal data or restriction of processing

Where we rectify, erase, or restrict the processing of any personal data, we will notify any third parties to whom we have shared the personal information unless this is impossible or involves disproportionate effort.

Right to data portability

You may have the right to receive your personal data in a structured, commonly used and machine-readable format for transmission to another data controller.

Right to object

You may have the right to object, at any time, to the processing of your personal data, including any personal profiling; unless this relates to processing that is necessary for a task carried out in the public interest or an exercise of official authority vested in us. In this circumstance, we will cease processing your personal data unless we can demonstrate compelling legitimate grounds for the processing.



Right to not be subject to decisions based solely on automated processing

We do not carry out any automated processing, which may lead to an automated decision based on your personal data.

Accuracy of information

In order to provide excellent customer service, we must hold accurate personal data about you. We take reasonable steps to ensure the accuracy of any personal data or sensitive information we obtain. We ensure that the source of any personal data or sensitive information is clear and we carefully consider any challenges to the accuracy of the information. We also consider when it is necessary to update the information, such as name or address changes and you can help us by informing us of these when they occur.

Use of sub-contractors (processors and sub-processors)

We may use sub-contractors to process personal data on our behalf, and we are responsible for making sure they commit themselves to adhere to this Privacy Policy and applicable data protection legislation by signing a Data Processing Agreement.

Changes to this Privacy Statement

Antony Kerdachi and Associates reserves the right to amend this Privacy Statement at any time. The applicable version will always be found on our websites. We encourage you to check this Privacy Statement occasionally to ensure that you are happy with any changes.

If we make changes that significantly alter our privacy practices, we will notify you by email or post a notice on our websites prior to the change taking effect.

Your right to complain about a supervisory authority

If you are unhappy with how your personal data has been processed, you may, in the first instance, contact

Antony Kerdachi

Tel: 0317654339

Cell: 0834568557

Email: antony@kerdachi.co.za

Jane Ridsdale

Cell: 079 880 5545

Authorised

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If you remain dissatisfied, then you have the right to apply directly to your national supervisory authority for a decision. The supervisory authorities can be contacted at:

complaints.IR@justice.gov.za

Signed on behalf of Antony Kerdachi & Associates (Pty) LTD

A Kerdachi

Director