



## WHO ARE WE?

We are Nexia SAB&T and we have been providing Accounting, Audit and Consulting Services since the birth of South Africa's democracy in 1994. Our company was incorporated under the laws of South Africa and our registration number is 1997/018869/21. Our principal place of business is 119 Witch Hazel Avenue, Highveld Technopark, Centurion. For a full list of our office locations, please follow the link: [nexia-sabt.co.za/locations/](http://nexia-sabt.co.za/locations/)



## WHAT PERSONAL INFORMATION DO WE COLLECT?

If you request our firm to send you information on our services or ask us to send you our newsletter, for example through our website or directly by emailing us, we will collect your contact details, i.e. name surname, email address, telephone number etc.

If you are our client we will collect your contact details, your details required for billing purposes and also information that will make it possible for us to render the services you appointed us for.



## WHAT DO WE DO WITH YOUR PERSONAL INFORMATION?

We use your personal information to provide you with the advice and services you requested.

That's it.

Only if you give us your consent we will transfer your personal information to third parties and they will have to agree to protect your personal information.

We will also never transfer your personal information outside the Republic of South Africa, except of course with your consent.

We may need to update your personal information from time to time. Please bear with us. Better information quality protects both of us.



## WHAT DON'T WE DO WITH YOUR PERSONAL INFORMATION?

We won't sell or give away your personal information.

We won't use it for a purpose that you were not aware of or that you have not given us consent for.



## FOR HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We don't keep personal information for longer than necessary, but we keep personal information between 5-15 years as prescribed by the legislation and regulations governing our business, and as amended from time to time.



## HOW DO WE MAKE SURE YOUR PERSONAL INFORMATION IS SECURE?

We are advocates of the "confidentiality, integrity, availability" (CIA) method.

Confidentiality: only the people who need to know will have access to your personal information.

Integrity: only a designated few will be able to update your personal information.

Availability: your personal information will be available when needed.



## WHAT ARE YOUR RIGHTS?

You have the right to access, amend, rectify, object to the processing and request discarding of your personal information at any time, just email [privacy@nexia-sabt.co.za](mailto:privacy@nexia-sabt.co.za) and tell us what you want.

You can also lodge a complaint at the Information Regulator here: [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)



## WHAT HAPPENS IF WE HAVE A SECURITY BREACH?

We will analyse where the breach occurred and we will make sure that the breach cannot happen again.

If you are affected by a breach, you will be informed of the breach and we will make suggestions on how you can ensure that you don't suffer any damage as a result of the breach.



## COOKIES

We use "cookies", which are not the yummy ones but small text files sent from a web site and stored in your web browser or mobile application. You can enable or disable non-necessary cookies at any time.



## WHAT DOES A COOKIE DO?

Basically, it recognises users and tells the website your last activity on the website.

How? Once the cookie is stored and you surf on the same website, the data stored in that cookie notifies the website.



## WHAT ARE OUR COOKIES FOR?

Our website uses cookies from Google Analytics.

These cookies identify the content that interests you the most and we also use it to identify certain malfunctions.

Your browsing data on this website will be sent to Google Inc.