



Bellingan Muller Hanekom Inc.

Attorneys • Conveyancers • Notaries • Appraisers

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Privacy Policy

Effective Date: 13 May 2025

Bellingan Muller Hanekom Inc. ("we", "us", or "our") respects your right to privacy and is committed to protecting the personal information of our clients, website visitors, and all individuals whose personal data we process. This Privacy Policy explains how we collect, use, store, disclose, and protect your personal information in accordance with the Protection of Personal Information Act 4 of 2013 ("POPIA").

1. Scope of this Policy

This Privacy Policy applies to all personal information collected:

- 1.1. Through our website: <https://bmhlaw.co.za/>
- 1.2. During client engagements or enquiries
- 1.3. Through email, telephone, in-person meetings, or third-party platforms we use

2. Definitions

- 2.1. "Personal Information" means information relating to an identifiable natural or juristic person, as defined under POPIA.
- 2.2. "Processing" includes any operation or activity involving personal information, whether automated or not.
- 2.3. "Data Subject" refers to the individual or entity whose personal information is being processed.

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Candidate Attorney: M Skriker LLB (UWC)

Associates: G Barkhuysen and Lombard & Kriek Attorneys

Reg No: 1998/019487/21

3. What Personal Information We Collect

We may collect the following categories of information:

- 3.1. Identity Information: Full name, ID number, company registration number, date of birth
- 3.2. Contact Information: Phone number, email address, physical or postal address
- 3.3. Documentary Information: Copies of ID documents, proof of residence, contracts, court pleadings, FICA documents
- 3.4. Online Identifiers: IP address, browser type, device information, location data
- 3.5. Communication Records: Emails, phone call logs, website enquiries, meeting notes

4. How We Collect Personal Information

We collect your personal information when you:

- 4.1. Contact us via our website or email
- 4.2. Submit an enquiry or request legal services
- 4.3. Engage with our attorneys or support staff
- 4.5. Visit our offices or website
- 4.6. Consent to third parties (e.g. banks, estate agents, corporate clients) sharing your information with us
- 4.7. We may also collect data automatically through website cookies and analytics tools. See our Cookie Policy for more detail.

5. Why We Collect and Process Your Information

We process your personal information for the following purposes:

- 5.1. To provide you with legal advice or services

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- 5.2. To comply with statutory obligations (e.g. FICA, LPC, SARS)
- 5.3. To onboard you as a client and verify your identity
- 5.4. To manage and administer your matters
- 5.5. To communicate with you regarding our services
- 5.6. To improve our website and client experience
- 5.7. To comply with court orders, subpoenas, and legal investigations

6. Legal Grounds for Processing

We will only process your information lawfully, and in accordance with one or more of the following lawful bases:

- 6.1. Your explicit consent
- 6.2. Performance of a contract to which you are a party
- 6.3. Compliance with legal obligations
- 6.7. Legitimate interests, such as protecting our business or responding to queries

7. How We Store and Protect Your Data

Your personal information is stored:

- 7.1. On secure cloud-based platforms with encrypted access
- 7.2. On physical files stored securely at our premises
- 7.3. On internally protected software and IT systems

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7.4. We implement appropriate technical and organisational measures to safeguard data, including:

7.4.1. Two-factor authentication

7.4.2. Secure email encryption

7.4.3. Confidentiality agreements with staff and third-party processors

7.4.5. Regular security audits and backups

8. Sharing and Disclosure

We will not share your personal information with third parties unless:

8.1. You have consented to it;

8.2. It is required for the delivery of legal services (e.g., referrals to advocates or experts);

8.3. It is required by law or legal process;

8.4. It is necessary for compliance with contractual or regulatory obligations.

8.5. We may engage trusted third-party service providers, including:

8.5.1. IT and website hosting providers

8.5.2. Document storage and accounting platforms

8.5.3. Communication platforms (e.g. Microsoft 365, cloud email)

8.5.4. These providers are contractually bound to protect your information.

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9. International Transfers

If your personal information is transferred outside of South Africa (e.g. stored on cloud servers located abroad), we will ensure that:

- 9.1. The recipient jurisdiction has adequate data protection laws, or
- 9.2. Appropriate safeguards are in place, such as binding contracts or certifications

10. Your Rights Under POPIA

As a data subject, you have the right to:

- 10.1. Access the personal information we hold about you
- 10.2. Request correction, deletion, or restriction of your data
- 10.3. Object to processing in certain circumstances
- 10.4. Withdraw your consent at any time
- 10.5. Lodge a complaint with the Information Regulator (South Africa)

10.5.1. Information Regulator Contact Details

Website: <https://www.inforegulator.org.za>

Email: complaints.IR@justice.gov.za

11. Data Retention

We retain personal information only for as long as necessary to fulfil the purposes outlined in this policy, and as required by law (e.g. 5 years for FICA compliance).

12. Changes to this Privacy Policy

We reserve the right to update this Privacy Policy at any time. Updates will be posted on our website with the revision date.

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13. Contact Us

If you have any questions, requests, or concerns about this policy or your personal information, please contact:

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