

WEBSITE PRIVACY STATEMENT

This privacy statement was last updated on 18 March 2025

By using this website, you are agreeing to the use of your information as described in this Privacy Statement.

Beuke Chartered Accountants understands and values the importance of your right to privacy, and we are committed to protect your personal information. This Privacy Statement describes the practices we follow in processing and protecting personal information obtained through our website. The statement applies to all Beuke Chartered Accountants ("BeukeCA") website visitors. Our registered office is located at 3 Mayenne Road, Durbanville 7550. We operate under the entity name: Beuke Chartered Accountants Chartered Accountants. We may modify or amend this Privacy Statement from time to time as required. The updated version will be published onto our website. You are encouraged to periodically review this Privacy Statement to stay informed of updates. You will be deemed to have been made aware of and accepted the changes in the revised Privacy Statement by your continued use of the site after a revision was published.

Use of Personal Information

We will only use personal information that you provide via this website for the purposes for which you provided it. Should any of your personal information change that is relevant to we to deliver a service or response to you, please contact us telephonically or via email to enable us to update your personal information.

The Information We Collect

Our website (www.beukeca.co.za) only collects personal information that is specifically and voluntarily provided by visitors. You may choose to provide us with this information when using the "Contact Us" page on our website. The Personal Information provided by you via the website may consist of your name, surname, email address, cell phone number, identification number, company details, employment Curriculum Vitae (CV) details, secondary and tertiary qualifications and results.

Processing Practices

Beuke Chartered Accountants will rely on one of the following processing conditions when processing your personal information:

- Performance of a contract: when the processing of your personal information is necessary to meet our obligations under a contract/engagement letter/mandate to deliver a service.
- Legal obligation: when we are required to process your personal information to comply with a law.
- Legitimate interest: where it is in our legitimate interest to achieve a lawful business objective.
- Your Consent: in some cases, we will ask you for specific permission to process some of your personal information. This will also include instances where you request us to perform services for a child.

Disclosure of Information to Third Parties

The safeguarding of your information is a priority to us. We generally do not share your personal information, but in some instances, we have service providers that assist us with some of the services we provide you with. This is necessary for our legitimate professional and business needs, to carry out your requests, and/or as required or permitted by law or professional standards. In these instances, we

do share your information with them, but we have service level agreements in place to protect your information and the use thereof. Personal information may also be disclosed to law enforcement, SARS, CIPC, regulatory or other government agencies, or to other third parties, in each case to comply with legal or regulatory obligations or requests. Beuke Chartered Accountants will not transfer the personal information you provide to any third parties for their own direct marketing use.

Children's Privacy Protection

We understand the importance of protecting children's privacy. This website is not designed for use by children 18 years of age or younger.

Data Security and Integrity

We have outsourced our information technology support function (which includes our website security) to a service provider that have appropriate and reasonable measures in place to protect your Personal Information. Administrative, technical and physical security measures have been implemented to protect all information provided by visitors via this website from unauthorised access, disclosure, alteration, or destruction. Only authorised personnel have access to personal data and are required to treat this information as confidential. However, the information security control measures in place cannot guarantee the absolute security of your data. No data transmission over the Internet can be entirely secure.

Email Privacy

If you receive emails from us:

- we communicate with you to deliver a service requested by you;
- your email address is either listed with us as someone who has explicitly shared this address to receive future information from us ("opt-in"), or
- we respond to a message received from you;
- you have an existing relationship with us;
- or we reach out to you to determine your interest in future support services. We will however do so only once in order to obtain your consent.

Automatic Collection of Personal Information

In limited instances, Beuke Chartered Accountants and its service providers use cookies, web beacons and other technologies to automatically collect certain types of information when you visit us online, as well as through emails that we may exchange. The collection of this information allows us to customise your online experience, improve the performance, usability and effectiveness of Beuke Chartered Accountants' online presence, and to measure the effectiveness of our marketing activities. BeukeCA does not use Google Analytics and will only use cookie technology that is necessary for the administration and operation of our website.

Social Media

The BeukeCA website includes functionality to enable sharing via third party social media applications. These social media applications will collect and use information regarding your use of the BeukeCA website. Any personal information that you provide via such social media applications will often be collected and used by other members of that social media application and such interactions are governed by the privacy policies of the companies that provide the application. We do not have control over, or responsibility for, those companies or their use of your information.

Data Retention

We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation).

Your Rights

If Beuke Chartered Accountants processes your personal information, you have the right to object to having your personal information processed. You have the right to withdraw your consent, or object if you can show legitimate grounds for your objection. You can make a request or exercise these rights by contacting us and we will make all reasonable and practical efforts to comply with your request, so long as it is consistent with applicable law and professional standards. Please allow us at least 22 working days to react on such a request.

Questions by Website Users

If you have any questions regarding this Privacy Statement, please contact our Information Officer via email at info@beukeca.co.za or 082 523 1171.