



PATRICK BARNARD PROPERTIES

- Tel: +27 (0)44 533 1365
- Email: info@pbproperties.co.za
- Web: www.patrickbarnardproperties.co.za
- 1 Plumb House, Plettenberg Street, Plettenberg Bay
- P O Box 496, Plettenberg Bay, 6600

Coastal Farm Sales (Pty) Ltd t/a Patrick Barnard Properties, Reg No: 1996/001560/07, Registered with the PPRA

COASTAL FARM SALES (PTY) LTD

PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 POLICY

Coastal Farm Sales (Pty) Ltd trading as Patrick Barnard Properties (PBP) and will be referred to as such in this policy.

1. PURPOSE OF THE ACT

- 1.1. All rights regarding personal information are protected by the Protection of Personal Information Act 4 of 2013 (The Act). The purpose of this Act is to regulate the processing of personal information by public and private bodies. This information may be subject to limitations that protect other rights and interests.
- 1.2. To value and market property, in order to conclude a sale or rental, certain information is required and PBP is bound by The Act to obtain such information. PBP recognises the right of the client and hereby sets out how the information is kept secure and accurate. PBP also provides for the right to share this information with a third party with the consent of the third party.

2. PRIVACY AND LIABILITY

- 2.1. PBP takes the protection of personal information seriously and will only use this information for services provided by PBP. Information will not be provided to third parties without your consent.
- 2.2. All information provided must be complete and accurate as we will not be responsible for any loss, damages or injury that may occur as a result of incorrect or incomplete personal information.
- 2.3. While every effort is made to implement security safeguards to protect information we will not be held liable for any loss, damage or injury that may incur as a result of unintentional disclosures to third parties. These include physical access controls, password protection, secure servers, staff training, and contractual obligations with third-party service providers handling personal information.

3. REQUIRED INFORMATION

To conclude any contract (sale agreement, rental agreement or mandate) PBP is required to obtain the following information:

- 3.1. For a natural person: name, address (proof of residence), contact details, date of birth, copies of identity document (ID) / passport, marital status, bank details, employment, tax number and financial information. VAT number if applicable.
- 3.2. For Companies / CC's: company / CC document, copy of ID / passport of each member holding more than 25% share, Resolution for the person authorized to act on behalf of the company, address (proof of address) and tax numbers.
- 3.3. For Trusts: Trust Deed and Founding Documents, copies of ID's /passports of all trustees and beneficiaries, address (proof of address) and tax numbers.
- 3.4. In some instances further information may be required.

- 3.4.1. PBP, will from time to time, collect information from public records or via intermediaries who source such information for the purpose of identifying or contacting potential or existing buyers. This information will be processed in the same manner as all other personal information and used only for services provided by PBP.

4. GATHERING INFORMATION

- 4.1. Information may be provided directly face to face or by email or by completed forms through electronic channels.
- 4.2. Information may also be collected indirectly through public domains, through a third party (with consent) or where it is necessary to comply with laws to ensure contractual compliance.

5. USE OF INFORMATION

- 5.1. PBP processes personal information in accordance with Section 11 of POPIA, where processing is necessary for the performance of a contract, compliance with legal obligations, protection of legitimate interests, or with the consent of the data subject.
- 5.2. Where personal information is collected through our website, including via cookies or contact forms, it will be processed in accordance with this policy.
- 5.3. PBP may use and disclose your personal information for the following purposes:
 - 5.3.1. For contracts (sale, rental and mandates)
 - 5.3.2. For services such as marketing
 - 5.3.3. For detecting fraud and money laundering
 - 5.3.4. For operational, auditing, legal and record keeping requirements
 - 5.3.5. For dealing with complaints
 - 5.3.6. For complying with laws
 - 5.3.7. For third parties (stated in this document)
 - 5.3.8. For market research
 - 5.3.9. To offer new services and products

6. DISCLOSURE

PBP may disclose your personal information to third parties in the following circumstances:

- 6.1. Any obligation or commitment to agreements between you and PBP
- 6.2. To help understand your needs and requirements,
- 6.3. To prevent fraud and money laundering,
- 6.4. To comply with laws of any regulatory authority
- 6.5. To any prospective purchaser, seller, lessor or lessee
- 6.6. To any other agent acting on your behalf.

7. Information Officer Contact Details

Information Officer: DFP Barnard
Email: info@pbproperties.co.za
Phone: +27 (0)44 533 1365
Registered Office: 1 Plumb House,
Plettenberg Street
Plettenberg Bay
6600
Western Cape
South Africa

8. Policy Review

- 8.1. This policy will be reviewed annually or when legislative changes occur. Updates will be made available on request and published internally.
- 8.2. A copy of this policy is available on request and will also be published on our website.

9. Data Subject Rights and Objections

- 9.1. Please contact us at info@pbproperties.co.za if you object to your information being disclosed for any of the above reasons.
- 9.2. Personal information is kept for as long as it is necessary to achieve the purpose for which it is collected and processed. In accordance with legal requirements such as the Financial Intelligence Centre Act (FICA) and SARS regulations, some personal information may be retained for a minimum of five years. In some cases personal information is kept indefinitely unless an objection is raised. If an objection is raised we will only keep the information for the period required by law.
- 9.3. You may confirm at any time whether PBP still has your personal information and may request that this information be updated. We require complete and accurate information to provide the best possible service.
- 9.4. In accordance with Section 24 of the Act, you have the right to request access to, correction or deletion of your personal information held by PBP. Requests can be sent to info@pbproperties.co.za.
- 9.5. If you wish to complain about the misuse of your information, we would ask that you contact us first to resolve the situation.
- 9.6. If you are still unhappy you have the right to contact the Information Regulator at Email: infoereg@justice.gov.za.