

## PRIVACY POLICY

### 1. INTRODUCTION

The Talent Development Institute (TDI) recognizes the importance of privacy and the protection of personal information provided to it and is committed to the safeguarding of such information. This privacy policy explains how TDI collects and uses personal information. It contains information regarding the rights of natural and juristic persons to whom personal information relates (data subjects). TDI reserves the right to amend this Privacy Policy or add provisions to it at any time by publishing an updated version on its website.

### 2. COLLECTION OF INFORMATION

TDI collects personal information in various instances, including when:

- data subjects contact TDI or request information or services;
- TDI provides services to data subjects;
- persons apply for employment at TDI;
- when persons use TDI's websites or engage with TDI through social media.

TDI may collect the information directly from a data subject or from third parties (such as regulators, government authorities and registries, or attorneys representing our clients' counterparties).

The interaction with the firm on an TDI website will result in the collection of information regarding the person's activities on the website. Similarly, when anyone engages with the firm via any one of TDI's social media platforms. This information includes, but is not limited to, the person's name, contact details and information regarding the matter with which they need assistance. In the course of engaging with clients on matters, TDI will naturally be exposed to and collect personal information which includes the data subject's name, contact details, financial information as well as information regarding the matters that the firm assists them with.

As part of its recruitment processes, TDI collects information from graduates and employment applicants. This information includes educational information as well as employment history. By enquiring regarding employment opportunities at TDI or applying for employment, applicants are deemed to provide their

consent to TDI's processing of their personal information for recruitment purposes, which may include screening as well as background and reference checks.

### 3. BASIS AND PURPOSE FOR PROCESSING PERSONAL INFORMATION

TDI may process personal information:

- to provide services to clients.
- to comply with legal or regulatory obligations.
- if a data subject has provided their consent; or
- if the processing is allowed by law.

The purposes for which TDI processes personal information include, but are not limited to:

- marketing and promotion of TDI's services;
- providing and improving services to clients;
- improving users' experience when using TDI's websites, and all other social media platforms;
- communicating with persons for TDI's internal purposes;
- enabling TDI's internal operations;

### 4. DISCLOSURE OF PERSONAL INFORMATION

TDI may release personal information or disclose it to third parties in certain circumstances. These include, but are not limited to:

- if TDI is required or authorised to do so by law or a court order;
- in order for TDI to enforce its rights;
- in order for TDI to provide services to its clients.

The third parties to whom we disclose personal information include, but are not limited to:

- third party service providers to TDI or its clients;
- third parties who provide research services to TDI or its clients;
- government authorities and registries, organs of state, regulators, courts, tribunals and law enforcement agencies

## 5. RETENTION OF PERSONAL INFORMATION

TDI retains personal information for as long as may be reasonably necessary in accordance with applicable law.

## 6. SECURITY

TDI takes all reasonable steps to protect and avoid unauthorised access to personal information. It has implemented various policies, procedures and software to safeguard personal information and routinely reviews its operations in order to ensure that personal information is adequately protected.

## 7. DATA SUBJECT RIGHTS

The law might provide data subjects with rights to access, amend or delete personal information that is in the possession of TDI. However, TDI may, in certain instances, legally refuse or decline such requests. If applicable, a data subject may also have the right to object to TDI's processing of their personal information or to file a complaint with a regulator. If a data subject wishes to exercise their rights, they can contact TDI at the details provided below. TDI may charge data subjects a fee for accessing, amending or deleting their personal information. Data subjects are encouraged to contact TDI in order to update their personal information as and when necessary.

## 8. CONTACT DETAILS

In order to contact TDI for purposes relating to this privacy policy, please contact us using these contact details:

The Compliance Officers  
D De Sousa & A Mgulwa  
36 Newport Avenue  
Glenashley  
4051  
Telephone: 072 134 2225

E-mail: [devon@talentdevelopment.co.za](mailto:devon@talentdevelopment.co.za)