



Protection of Personal Information Policy (POPIA)

Firm Name: The Tax Shop SSW (Pty) Ltd

Effective Date: 8 September 2025

Last Updated: 8 September 2025

1. Purpose

This policy outlines how The Tax Shop SSW (Pty) Ltd collects, processes, stores, and protects personal information in accordance with the Protection of Personal Information Act (POPIA), No. 4 of 2013.

2. Scope

This policy applies to all employees, contractors, and service providers of [Firm Name], and governs the handling of personal information received from clients, suppliers, and other stakeholders.

3. Definitions

- Personal Information: Any data that identifies or relates to an individual or entity, including names, ID numbers, financial records, and contact details.
- Data Subject: The individual or entity whose personal information is being processed.
- Processing: Any operation involving personal information, including collection, storage, use, and sharing.
- Responsible Party: [Firm Name], as the entity determining the purpose and means of processing personal information.
- Information Officer: The designated person responsible for overseeing POPIA compliance.

4. Information We Collect

We may collect and process the following personal information:

- Full name, ID number, and contact details
- Financial records, tax and payroll data
- Business registration numbers and VAT details
- Employment and compliance documentation
- Communication history and service preferences

5. Purpose of Processing

Personal information is processed to:

- Deliver accounting, tax, payroll, and advisory services
- Comply with legal and regulatory obligations (e.g. SARS, CIPC)
- Communicate updates, deadlines, and legislative changes





- Maintain accurate client records and service history

6. Legal Basis for Processing

We process personal information based on:

- Consent provided by the data subject
- Contractual obligations
- Legal requirements under South African law
- Legitimate business interests

7. Data Sharing

We do not sell personal information. We may share data with:

- Regulatory authorities (e.g. SARS, CIPC)
- Auditors, legal advisors, and service providers under confidentiality agreements
- Cloud-based platforms used for secure data processing and storage

8. Data Security

We implement appropriate technical and organizational measures to safeguard personal information, including:

- Password-protected systems and multi-factor authentication
- Encrypted data storage and secure backups
- Staff training on data protection and confidentiality

9. Data Subject Rights

Clients and stakeholders have the right to:

- Access and correct their personal information
- Object to processing or request deletion (subject to legal retention)
- Withdraw consent for marketing communications
- Lodge complaints with the Information Regulator

10. Information Officer

For questions or requests regarding your personal data, please contact:

- Joanne Gaisford | Privacy Officer
- Email: sswinfo@taxshop.co.za
- Phone: 021 852 7876
- Address: 24D, 2nd Floor, Building 3, Trident Park, 1 Niblick Way, Somerset West, 7130.