



## **Privacy Policy – The Tax Shop SSW (Pty) Ltd**

Effective Date: 8 September 2025

Last Updated: 8 September 2025

### **1. Introduction**

At The Tax Shop SSW (Pty) Ltd, we are committed to protecting the privacy and confidentiality of our clients' personal and financial information. This policy outlines how we collect, use, store, and protect your data in accordance with applicable privacy laws, including the Protection of Personal Information Act (POPIA), Promotion of Access to Information Act (PAIA) and the General Data Protection Regulation (GDPR).

### **2. Information We Collect**

We may collect the following types of personal information:

- Full name, contact details, and identification numbers
- Financial records, tax information, and employment details
- Business registration data and VAT numbers
- Communication history and service preferences

### **3. How We Collect Information**

We collect personal data through:

- Direct interactions (consultations, emails, phone calls)
- Completion of onboarding forms and tax worksheets
- Use of our website or digital platforms
- Third-party sources with your consent

### **4. Purpose of Collection**

Your information is used to:

- Deliver accounting, tax, payroll, and advisory services
- Ensure compliance with legal and regulatory obligations
- Communicate updates, deadlines, and relevant legislation
- Improve client experience and service delivery

### **5. Data Sharing**

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

- Regulatory bodies (e.g., SARS) when legally required
- Trusted service providers who assist in delivering our services
- Auditors or legal advisors under confidentiality agreements

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The Tax Shop SSW (Pty) Ltd - Registration number 2019/231178/07/ Directors: Joanne Gaisford



## 6. Data Security

We implement appropriate technical and organizational measures to safeguard your data, including encryption, access controls, and secure storage protocols.

## 7. Your Rights

You have the right to:

- Access and correct your personal information
- Withdraw consent for marketing communications
- Request deletion of your data (subject to legal retention requirements)

## 8. Contact Us

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

Joanne Gaisford | Privacy Officer

Email: [sswinfo@taxshop.co.za](mailto:sswinfo@taxshop.co.za)

Phone: 021 852 7876

Address: 24D, 2<sup>nd</sup> Floor, Building 3, Trident Park, 1 Niblick Way, Somerset West, 7130.

