

## Privacy Policy

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At Bavin Inc, we take your privacy and your trust in us very seriously. This privacy policy provides you with information about how we collect, use and disclose your personal information.

### 1. About This Privacy Policy

This privacy policy applies when you visit or use our websites, and other services, including events, that refer or link to this privacy policy (each, a "Service"). This privacy policy may be supplemented by additional privacy statements, terms or notices provided to you.

Bavin Inc that owns or administers the Service, as identified therein, is the primary controller of your personal information provide to, or collected by or for, the Service.

We will indicate within the registration processes of our products and services and other registration forms what types of personal information are required and those that are requested. You may choose not to submit the requested information, but that may limit or prohibit the services that Bavin Inc. is able to provide to you.

### 2. Information We Collect

We collect information about you in three ways: directly from your input, from third-party sources, and through automated technologies for example Lexis Convey who is our service provider for all our Conveyancing request such as Bonds and

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Transfer of Property on behalf of Banks and clients.

## 2.1 Data You Provide to Us

The types of personal information that we collect directly from you depends on how you interact with us and the Service, which may include:

- Contact details, such as your name, email address, postal address, social media handle, and phone number;
- Other account registration and profile information, such as job title, and professional background and photo;
- Comments, feedback and other information you provide to us, including search query data and questions or information you send to customer support; and/or
- Interests and communication preferences, including preferred language.

## 2.3 Data From Other Sources

We also may obtain contact details and other information about you from our affiliates and from other third parties, including:

- Social networks when you grant permission to the Service to access your data on one or more networks;
- Service providers that help us determine a location in order to customise certain products to your location;
- Publicly-available sources and data suppliers from which we obtain data to validate or supplement the information we hold.

## 3. How We Use Your information

Depending on how you interact with us and the Service, we use your personal information. to:

- Communicate with Banks, Councils, Deeds office, Masters Offices and Associate Attorneys.
- Respond to your requests, inquiries, comments and concerns;
- Notify you about changes, updates and other announcements related to the Service and our other products and services;
- Audit, reporting and other business operations, including determining the effectiveness of our business performance, or in other ways pursuant to a customer agreement; and/or
- Comply with our legal obligations, resolve disputes, and enforce our agreements.

## 4. Sharing of Your Information

### 4.1 Our Service Providers

Dependent upon the Services provided, we share information with:

- Our affiliates, that provide technology, customer service and other shared services functions; and/or
- Our service providers, suppliers, agents and representatives, including but not limited to, payment processors, customer support, email service providers, IT service providers,
- to process the information as necessary to provide the Service, complete a transaction or fulfil your request or otherwise on our behalf based on our instructions and in compliance with this privacy policy and any other appropriate confidentiality and security measures.

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## 4.2 Your Choices

We may share your personal information with our affiliates, joint venture entities and other third parties, including entities for which we are acting as an agent, that wish to send you information about their products and services that may be of interest to you, as determined by your choices in managing **your communications preferences and other settings**.

The Service may let you post and share personal information, comments, materials and other content. Any such contributions that you disclose publicly may be collected and used by others. Please be careful when disclosing personal information in these public areas.

## 4.3 For Legal Reasons

We also will disclose your personal information if we have a good faith belief that such disclosure is necessary to:

- meet any applicable law, regulation, legal process or other legal obligation;
- detect, investigate and help prevent security, fraud or technical issues; and/or
- protect the rights, property or safety of Bavin Inc., our users, employees or others; and
- as part of a corporate transaction, such as a transfer of assets to or an acquisition by or merger with another company.

## 5. Grounds for Processing

When we collect or otherwise process any personal information within the scope of data protection laws, we do so:

- where necessary to provide the Service, fulfil a transaction or otherwise perform a contract with you or at your request prior to entering into a contract;
- where necessary for our compliance with applicable law or other legal obligation;
- where necessary for the performance of a task carried out in the public interest;
- where necessary to enable our customers to comply with their legal obligations;
- where applicable, with your consent; and/or
- where necessary to operate our business, protect the security of our systems, customers and users, detect or prevent fraud, or fulfil our other legitimate interests as described in sections 2-4 above, except where our interests are overridden by your privacy rights.

Where we rely on your consent to process personal information, you have the right to withdraw your consent at any time, and where we rely on legitimate interests, you may have the right to object to our processing.

## 6. Data Retention

We retain your personal information for as long as necessary to provide the Service and fulfil the transactions you have requested, or for other essential purposes such as complying with our legal obligations, maintaining business and financial records, resolving disputes, maintaining security, detecting and preventing fraud and abuse, and enforcing our agreements. If you access the Service through a subscription administered or sponsored by your organisation, we retain your organisational contact details after the termination of your organisation's subscription to continue to communicate with you.

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## 7. Locations of Processing

Your personal information may be stored and processed at Bavin Inc., its affiliates and their service providers maintain servers and facilities. We take steps, including through contracts, intended to ensure that the information continues to be protected wherever it is located in a manner consistent with the standards of protection required under applicable law.

## 8. Data Security

We implement technical and organisational measures to seek to ensure a level of security appropriate to the risk to the personal information we process. These measures are aimed at ensuring the integrity, confidentiality, and availability of personal information.

## 9. Children's Privacy

We do not knowingly collect information from children under the age of 13 or target the Service to children under 13.

## 10. Changes

We will update this privacy policy from time to time. Any changes will be posted on this page with an updated revision date. If we make any material changes, we will provide notice through the Service or by other means.

## 11. Contact

If you have any questions, comments, complaints or requests regarding this privacy policy or our processing of your information, please contact us via email: [admin@bavininc.co.za](mailto:admin@bavininc.co.za) or call: 011 894 5121.

You may also lodge a complaint with the data protection authority in the applicable jurisdiction.

The above information is processed in order to facilitate the publication of the work and to administer, manage and fulfil our contract with you.

Please refer to the main section of this privacy policy for details on your rights, retention, locations of processing, and contact details for any privacy and data protection enquiries.

## Bavin Inc. Fair Processing Statement

Some of the content that we provide within our database services, by its very nature, includes personal information. This fair processing statement provides details about the personal information contained in our service content.

Save for where local legislation or court embargos apply, the case law and legal analysis that reference to this case law which we provide as part of our Services may include personal information.

It should be stressed that such personal information is a matter of official court / public record. This information has been supplied to Bavin Inc. by our Convey program Lexis Convey to carry out property Bond, Transfer and other Conveyancing requirements for Banks and clients.

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