



Last updated: March 06, 2026

1. Definition

For the purposes of this private policy

- **Account** means a unique account created for You to access our Service or parts of our Service.
- **Company** (referred to as either “the Company”, “We”, “Us” or “Our” in this Agreement) refers to Soretha Venter Attorneys, 774 Waterval Road, Little Falls, Roodepoort.
- **Cookies** are small files that are placed on your computer, mobile device or any other device by a website, containing the details of your browsing history on that website among its many uses.
- **Country** refers to: South Africa
- **Device** means any device that can access the service such as a computer, a cell phone or a digital tablet.
- **Personal Data** is any information that relates to an identified or identifiable individual.
- **Service** refers to the Website.
- **Service Provider** means any natural or legal person who processes the data on behalf of the company. It refers to third-party companies or individuals employed by the company to facilitate the service, to provide the Service on behalf of the Company, to perform services related to the Service or to assist the Company in analyzing how the service is used.
- **Usage Data** refers to data collected automatically, either generated using the service or from the service infrastructure itself (for example, the duration of a page visit).
- **You** is defined as the individual accessing or using the service, or the company, or other legal entity on behalf of which such individual is accessing or using the service, as applicable.

2. Introduction

At Soretha Venter Attorneys (“SVA”, “we”, “our”, “us”), we understand that when you approach a law firm, you entrust us with highly personal and often sensitive information. Protecting that trust is fundamental to our practice.



This Privacy Policy explains how we collect, process, store, secure, and protect your personal information in accordance with the Protection of Personal Information Act (POPIA) and other applicable South African laws. By engaging our services, visiting our website, or communicating with us, you acknowledge that your personal information will be processed as described in this policy.

3. Who We Are

Soretha Venter Attorneys

774 Waterfall Road

Roodepoort, Johannesburg

Gauteng, South Africa

Phone: +27 63 063 0265

Email: admin@svattorneys.co.za

Website: <https://sorethaventerattorneys.co.za/>

4. Responsible Party

Soretha Venter Attorneys is the “Responsible Party” (as defined in POPIA) in respect of the personal information collected and processed through our legal services and website. We determine the purpose and means of processing personal information.

5. What Constitutes Personal Information?

Personal information refers to any information relating to an identifiable, living individual or juristic entity. In certain legal matters, we may also process special personal information, including information relating to health, criminal history, or biometric data, strictly where necessary and legally permitted.

This may include:

- Full names and identity numbers
- Contact details
- Residential and postal addresses
- Employment information
- Financial and banking details
- Correspondence records
- Legal documentation and case-related information
- Electronic identifiers such as IP addresses



6. How We Collect Information

Where information is collected from third parties, we will take reasonable steps to ensure such collection is lawful.

We may collect personal information:

- Directly from you during consultations or correspondence
- Through engagement letters, mandates, and contracts
- From third parties such as courts, government departments, financial institutions, or opposing parties
- Through our website contact forms
- Via email, telephone, or in-person meetings
- Automatically through website analytics tools and cookies

7. Purpose of Processing

We process personal information only for legitimate and lawful purposes, including:

Legal Services

- Providing legal advice and representation
- Drafting, reviewing, and filing legal documents
- Conducting legal research
- Managing litigation and dispute resolution processes

Regulatory and Compliance Obligations

- Compliance with court rules and statutory requirements
- Verification of identity where required by law
- Maintaining records in accordance with professional standards

Administrative Purposes

- Client onboarding and conflict checks
- Billing, trust account administration
- financial recordkeeping
- Internal record management

Communication

We do not process personal information for purposes incompatible with those for which it was collected.

- Responding to enquiries
- Sending updates regarding your legal matter



- Providing legal insights or firm updates (subject to your consent where required).

8. Legal Basis for Processing

We process personal information based on one or more of the following grounds:

- Your consent
- The conclusion or performance of a contract (mandate)
- Compliance with a legal obligation
- The protection of legitimate interests
- The exercise or defence of a legal right

9. Confidentiality and Legal Professional Privilege

All information disclosed to us within the scope of a legal mandate is protected by legal professional privilege and strict ethical duties. We maintain internal safeguards to ensure that confidential communications remain protected, including controlled access to files and secure digital systems.

10. Information Sharing and Disclosure

We limit disclosure of personal information to what is strictly necessary.

Information may be shared:

- With advocates, correspondent attorneys, mediators, experts, or consultants involved in your matter
- With courts, regulatory authorities, or statutory bodies where legally required
- With service providers who support our operations (e.g., IT providers, auditors, cloud storage providers), subject to confidentiality agreements
- Where disclosure is required to prevent fraud or comply with a lawful request
- We do not sell, rent, or commercially trade personal information.

11. Cross-Border Transfers

Where necessary, personal information may be transferred outside South Africa (for example, where cloud-based systems are hosted internationally). In such cases, we ensure that adequate data protection safeguards are in place and that such transfers comply with POPIA requirements.

12. Data Security Measures

Despite these measures, no method of electronic transmission or storage is entirely secure. We therefore cannot guarantee absolute security but commit to acting swiftly in the event of a data breach.



We implement reasonable technical and organisational safeguards, including:

- Password-protected systems
- Encrypted communications where appropriate
- Secure cloud storage solutions
- Restricted file access controls
- Regular system monitoring

12. Data Retention and File Archiving

Once retention periods expire, records are securely destroyed or permanently de-identified.

We retain records for periods required by:

- Applicable legislation
- Professional regulatory standards
- Risk management considerations

13. Your Rights Under POPIA

You have the right to:

- Request access to your personal information
- Request correction of inaccurate or incomplete information
- Request deletion where legally permissible
- Object to certain forms of processing
- Withdraw consent (where processing is based on consent)
- Lodge a complaint with the Information Regulator
- Requests may be submitted in writing using our contact details below.

14. Website Use and Cookies

Our website may use cookies and analytical tools to enhance functionality and measure traffic. Cookies allow us to understand visitor behaviour and improve user experience. You may disable cookies via your browser settings, although certain features of the website may be limited.

15. Direct Marketing

We do not engage in unsolicited direct marketing. Where we provide newsletters or updates, this will only be done with your consent, and you may opt out at any time.



16. Children and Vulnerable Persons

Our services are not directed at minors without appropriate legal representation. Where we process information relating to children or legally protected individuals, we do so strictly in compliance with applicable legal requirements.

17. Breach Notification

In the unlikely event of a data breach affecting your personal information, we will:

- Assess the nature and scope of the breach
- Take immediate remedial action
- Notify affected parties and the Information Regulator where required by law

18. Amendments to This Policy

We reserve the right to update this Privacy Policy from time to time to reflect changes in legal requirements or operational practices. The latest version will always be available on our website.

19. Contact Information

If you have questions about this Privacy Policy or wish to exercise your rights, please contact: info@sorethaventerattorneys.co.za **by email**