



Privacy Policy of Komani Tax Shop (Pty) Ltd

Effective Date: 1 January 2025

Komani Tax Shop (Pty) Ltd ("we", "us", or "our") is committed to protecting the privacy and security of our clients' and website visitors' personal information. This Privacy Policy outlines how we collect, use, store, and disclose your personal information in accordance with the Protection of Personal Information Act, 4 of 2013 ("POPIA").

1. Collection of Personal Information

We may collect personal information directly from you or through automated means when you:

- Use our website or online services
- Engage with us for accounting, tax, payroll, or other services
- Communicate with us via phone, email, or in person

Types of personal information collected may include:

- Full name
 - Identity or company registration number
 - Contact details (email address, phone number, physical address)
 - Financial, tax, and payroll-related information
 - Login credentials for client portals (where applicable)
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2. Purpose of Collection

Your personal information is collected for the following purposes:

- To provide professional accounting, tax, payroll, and advisory services
 - To manage our relationship with you
 - To comply with legal and regulatory requirements
 - For invoicing and payment processing
 - To improve our website and customer experience
 - With your consent, to send updates, promotions, or service notices
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3. Consent

By providing your personal information, you consent to our use of it for the purposes listed above. You may withdraw your consent at any time by contacting us, subject to legal and contractual restrictions.

4. Storage and Retention

Your personal information will be stored securely and only retained for as long as necessary to fulfil the purpose for which it was collected, or as required by law.

5. Disclosure of Personal Information

We will not disclose your personal information to third parties except:

- Where required by law or legal process
 - Where necessary to provide services (e.g., submitting tax returns to SARS)
 - To trusted service providers who assist us under confidentiality agreements
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6. Security Safeguards

We implement appropriate, reasonable technical and organisational measures to protect your personal information from loss, misuse, unauthorised access, disclosure, alteration, or destruction.

7. Your Rights

You have the right to:

- Request access to the personal information we hold about you
 - Request correction, deletion, or destruction of inaccurate or outdated information
 - Object to the processing of your personal information in certain circumstances
 - Lodge a complaint with the Information Regulator (South Africa)
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8. Use of Cookies

Our website may use cookies to enhance your browsing experience. You can choose to disable cookies through your browser settings.

9. Changes to this Policy

We reserve the right to update this Privacy Policy from time to time. Any changes will be posted on our website and will become effective upon publication.

10. Contact Information

If you have questions about this policy or wish to exercise your rights, please contact:

Komani Tax Shop (Pty) Ltd

Email: office@komanitaxshop.co.za

Phone: 083 654 4656

Website: www.komanitaxshop.co.za