

At **COLENBRANDER** we are committed to treating your personal information in a manner that is fair, lawful and transparent. This notice outlines **COLENBRANDER's** practices with regard to the protection of personal information.

The purpose of this privacy notice is to inform you of:

- The type of personal information which we collect;
- The purpose for which we collect this personal information;
- The circumstances in which we share your personal information with third parties, and
- Your rights to access and query this information

In this Notice **COLENBRANDER** shall mean:

- Colenbrander Inc.
- C2 Financial Services Trust

At **COLENBRANDER**, we use your personal information, such as your name, identity number, address, banking details, financial information, tax numbers and such other details for the purposes for which **COLENBRANDER** conducts business, namely the provision of professional accounting services as detailed below, and also for the purposes which support **COLENBRANDER** business such as marketing, recruitment, record-keeping, reporting and compliance with regulatory requirements.

The professional accounting services provided by **COLENBRANDER** include:

- Accounting and Bookkeeping Services;
- Taxation Services;
- Auditing and Assurance Services;
- Estate Planning and Executorship Services;
- Advisory and Business Consulting, and
- B-BBEE Compliance Services.

There are also certain laws that require that we collect information from you including personal information and special personal information.

The supply of your information to **COLENBRANDER** is completely voluntary and with your consent. We take precautions to ensure that your personal information is secured and to ensure that it is only used for the purposes for which it was obtained.

Personal information is collected directly from you with your consent. Where we obtain personal information from third parties, we do so with your consent. We do share your personal information with third parties, such as SARS. We do not share your personal information with any persons without your consent, unless it is required by law, in the public interest or for the purposes of protecting the legitimate business interests of **COLENBRANDER**.

We retain your personal information for the period that we are required to retain it by law and for the period for which we require it to fulfill the purpose for which it was obtained.

If you would like to check whether your personal information is correct, you are welcome to contact us on **033 343 0800** and we will gladly assist you. Please remember that you have the right to request any corrections and to update your personal information.

Our physical address is **28 Hilton Avenue, Hilton, 3245, KwaZulu-Natal.**

COLENBRANDER is committed to maintaining the privacy and security of your personal information. **COLENBRANDER** retains the right to amend this privacy notice.