



PRIVACY POLICY

Introduction:

Your privacy is important to Bergman Ross and Partners Inc and its affiliate Practices. As such, we have drafted this policy statement as a guide to assist our stakeholders with understanding how we collect, communicate and use the personal information submitted to us and to further provide clarity as to how this information is disseminated within our business.

Our privacy policy is outlined as follows:

- Your personal information may be either collected by us or voluntarily provided by you
- Personal information is defined as any information that includes identifiable markers and which may relate to you as an individual, such as:
 - Your name
 - Identification Number
 - Physical and postal address(es)
 - E-mail address(es)
 - Sex
 - Age
 - Medical Services provided
 - Billing and payment details; and
 - Other identifiable indications
- We undertake to identify the purpose(s) for which your personal information will be used, either at the time of the information being collected or before your being required to provide such information
- We will not sell, distribute or disclose any of the personal information you have provided to us without first obtaining your voluntary and informed consent unless required and/or permitted by prevailing legislation
- We will not disclose your personal information to anyone except as provided for in this policy (see point above)
- Your personal information will be obtained through lawful and fair means and with your knowledge and consent
- Your personal information will only be kept for as long as may be necessary to fulfil the intended purpose as communicated to you before collecting such personal information or as may be required by prevailing legislation
- You may access and correct or update any of your personal information on record with the Practice by sending an email to the Information Officer: io@bergmanross.co.za
- Bergman Ross and Partners Inc and its affiliate Practices understand and acknowledge that we are required by the applicable laws to keep personal information confidential and to protect this information. Furthermore, we are committed to conducting our business under these principles to safeguard the confidentiality of the personal information entrusted to us and ensure that such information is protected and maintained.