



Wealth | Advisory | Accounting

Real Time Group (Pty) Ltd

Registration number: 2014/149831/07

and its subsidiaries

(hereinafter Real Time Group)

Real Time Group Privacy Notice (Protecting your personal data)

Who We Are

The Real Time Group consists of a group of companies providing professional services to SMMEs, Entrepreneurs, and Individuals. We provide accounting, assurance, advisory, and wealth management services to our clients. We aim to enable our clients to make better business decisions using real-time information, cloud-based system and by becoming their trusted advisors.

The Real Time Group has offices in Cape Town, Johannesburg and Somerset West, enabling us to service customers across South Africa and build a strong network of professional associates.

This Privacy Notice describes the practices we follow in processing and protecting personal information obtained through our website.

Real Time Group's registered office is located at Unit 1-1, On The Greens Golf Village, De Beers Avenue, Somerset West, 7130. We are a company registered in South Africa under company registration number 2014/149831/07.

Real Time Group collects and processes your personal information in accordance with this Privacy Notice and in compliance with the relevant data protection regulation and laws. This Privacy Notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

The Information We Collect

Using the Real Time Website (www.real-time.co.za) as a visitor does not require you to provide us with any personal information. You may choose to provide us with your personal information when using the "Contact Us" portals on our Website.

The Personal Information provided by you may consist of your name, surname, email address, business requirements, cell number, employment, Curriculum Vitae (CV) details, and tertiary qualifications and results.



Real Time Group may be provided with Special Personal Information through receiving employment details. Special information includes religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health, sex life, biometric information, or criminal behaviour. Real Time Group limits access to this type of information and do have policies and procedures in place designed to safeguard the information.

We do not collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this Privacy Notice.

How We Use Your Personal Information

Real Time Group takes data privacy seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this Privacy Notice.

The purposes and reasons for processing your personal data are detailed below:

- We collect your personal data to respond to your enquiries directed through our Website; and
- We collect your personal career data through our Website to facilitate the sourcing of potential resources for Real Time Group.

Cookies

We use Cookies, Tracking Technologies Cookies and other similar technologies on our website to track your browsing behaviour, links clicked, your device type, and to collect data about how you use and interact with us. This allows us to provide you with more relevant product offerings, a better experience on our Website and to collect, analyse and improve the performance of our services. For more information refer to our [cookies policy](#).

Your Rights

You have the right to access any personal information that Real Time Group processes about you and to request information about:

- What personal data we hold about you;
- The purposes of the processing;
- The categories of personal data concerned;
- The recipients to whom the personal data has/will be disclosed;
- How long we intend to store your personal data for; and
- If we did not collect the data directly from you, information about the source.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible, unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with data protection laws.

Real Time Group does not engage in Direct Marketing (our marketing communications are focussed on group services communications) and your personal data are not used in an Automated Decision-Making processes.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request. This will ensure that your data is protected and kept secure.



Sharing and Disclosing Your Personal Information

Real Time Group will not share or disclose your personal information collected through our Website to any third party that is not a member or does not form part of the Real Time Group, without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

Safeguarding Measures

Real Time Group implements generally accepted standards for information security to protect personal information provided through the Website against unauthorised or unlawful processing and against accidental loss or destruction of, or damage to, personal data. Only authorised personnel have access to personal data and are required to treat this information as confidential. However, the information security control measures in place does not guarantee the absolute security of your data.

Cross-border Transfer of Personal Information

Personal data collected on this Website may be shared and transferred across borders to entities that form part of the Real Time Group to respond to enquires or to facilitate in the sourcing of potential consulting resources for the Real Time Group.

How Long We Keep Your Personal Information

Real Time Group only retains personal information for as long as it is necessary. We have formal review and retention policies in place to meet these obligations.

Social Media Platforms

The Real Time Group Website provides links to various blogs, forums, wikis and other social media platforms that allows you to share personal information. However, Real Time Group will not be held responsible for any use, misuse or misappropriation of personal information that you share on these social media platforms.

Children

The Website is not intended for children 18 years and younger, and Real Time Group does not intentionally collect or maintain personal information about any person under this age.

Consent and Change to the Privacy Notice

By providing Real Time Group with your personal information through completion of the “Contact Us” portals on our Website, you are providing consent to the use of your personal information as described in this Privacy Notice.

We reserve the right to modify or amend this Privacy Notice as required. When modifications or amendments are made to this Privacy Notice the updated version will be published onto our Website. Periodically review the privacy page to familiarise yourself on how we are protecting your personal information.



Contact Us

RealTime Group will only process your personal information in compliance with this Privacy Notice and in accordance with the relevant data protection laws. Should you however have any questions or concerns regarding the collection and use of your personal information, please direct them to us using the “Contact Us” portal on our Website.