

Privacy Policy

Effective Date: 01/08/2026

Last Updated: 01/08/2026

Privacy Policy

Kasi Accounting ("we", "us", "our") is committed to protecting the privacy and confidentiality of the personal information entrusted to us by our clients, prospective clients, employees, suppliers, and website visitors. We process personal information in accordance with the **Protection of Personal Information Act, 4 of 2013 (POPIA)** and other applicable South African legislation.

By using our website or engaging our services, you acknowledge that you have read and understood this Privacy Policy.

1. Responsible Party

The Responsible Party for purposes of POPIA is:

Kasi Accounting

Hillcrest, KZN

Email: info@kasiaccounting.co.za

Telephone: 064 686 9322

2. Personal Information We Collect

We may collect and process the following categories of personal information:

- Full names and identity or passport numbers
- Contact information (telephone numbers, email addresses and physical addresses)
- Company registration details
- Tax reference numbers
- VAT registration details
- Banking and financial information
- Payroll and employee information
- Accounting records and supporting documentation
- Information required to provide professional accounting, taxation and advisory services
- Information submitted through our website, contact forms or email correspondence
- Technical information such as IP addresses, browser type and cookies when visiting our website

3. Purpose of Collecting Personal Information

We collect and process personal information for purposes including:

- Providing accounting, bookkeeping and taxation services
- Preparing financial statements and management reports
- Payroll administration
- Tax compliance and submissions to SARS
- Company secretarial services
- Client onboarding and due diligence
- Compliance with legal and regulatory obligations
- Managing client relationships
- Responding to enquiries
- Billing and debt collection
- Improving our website and services

We will only process personal information where there is a lawful basis to do so.

4. Legal Basis for Processing

We process personal information where:

- Processing is necessary to perform a contract with you;
- We are legally obliged to process the information;
- You have provided your consent where required;
- Processing protects your legitimate interests; or

- Processing is necessary for our legitimate business interests and does not override your rights.

5. Sharing of Personal Information

We may disclose your personal information to:

- South African Revenue Service (SARS)
- Companies and Intellectual Property Commission (CIPC)
- Banks and financial institutions where authorised
- Auditors and professional advisers
- Cloud software providers and IT service providers
- Payroll service providers
- Regulatory bodies where legally required
- Courts, law enforcement agencies or government authorities where required by law

We require all third parties processing personal information on our behalf to maintain appropriate security measures and comply with POPIA.

We do not sell your personal information to third parties.

6. Information Security

We implement appropriate technical and organisational security measures to protect personal information against:

- Unauthorised access
- Loss or theft
- Destruction
- Alteration
- Disclosure
- Misuse

These measures include secure systems, password protection, access controls, encryption where appropriate and regular security monitoring.

7. Retention of Information

We retain personal information only for as long as necessary to:

- Provide our services;
- Comply with legal and regulatory requirements;
- Resolve disputes; and
- Enforce our agreements.

Where retention is no longer required, personal information will be securely deleted or anonymised.

8. Your Rights

Under POPIA, you may have the right to:

- Request access to your personal information;
- Request correction or updating of inaccurate information;
- Request deletion of information where legally permissible;
- Object to certain processing activities;
- Withdraw consent where processing is based on consent;
- Lodge a complaint with the Information Regulator.

Requests may be submitted using the contact details below.

9. Cookies

Our website may use cookies to improve functionality and user experience.

Cookies help us:

- Analyse website traffic;
- Remember user preferences;
- Improve website performance.

You may disable cookies through your browser settings; however, some website features may not function correctly.

10. Cross-Border Transfers

Where necessary, personal information may be stored or processed using secure cloud-based service providers located outside South Africa. We will ensure that appropriate safeguards are in place and that such providers maintain data protection standards substantially similar to those required by POPIA.

11. Third-Party Websites

Our website may contain links to external websites. We are not responsible for the privacy practices or content of those websites. Users are encouraged to review their privacy policies before providing personal information.

12. Changes to this Privacy Policy

We reserve the right to amend this Privacy Policy from time to time. Any updates will be published on this website with the revised effective date.

13. Contact Us

If you have any questions regarding this Privacy Policy or wish to exercise your rights under POPIA, please contact:

Information Officer
Kasi Accounting
Email: info@kasiaccounting.co.za
Telephone: 064 686 9322

14. Complaints

If you believe that we have not processed your personal information in accordance with POPIA, you may first contact us to resolve your concern.

You also have the right to lodge a complaint with:

The Information Regulator (South Africa)

Website: <https://info regulator.org.za>
Email: POPIAComplaints@info regulator.org.za

Consent

By using our website or engaging our professional services, you acknowledge that your personal information may be collected, processed and stored in accordance with this Privacy Policy and applicable South African law.