



INTEGRATED
COMPLIANCE SOLUTIONS

POPIA PRIVACY STATEMENT

Website Privacy and Data Protection Statement

Prepared for publication on www.integratedcompliancesolutions.co.za

Version 1.0 | Effective Date: 1 February 2026



POPIA Privacy Statement

Privacy commitment: Integrated Compliance Solutions processes personal information responsibly, transparently and for defined lawful purposes connected to compliance, governance, risk, regulatory support, service delivery and business administration.

Document summary

Control Item	Detail
Document name	Integrated Compliance Solutions POPIA Privacy Statement
Entity	Integrated Compliance Solutions
Registration number	2025/830678/07
Classification	Website Privacy and Data Protection Statement
Information Officer	Ronald Gwenzi
Information Officer email	rgwenzi@integratedcompliancesolutions.co.za
Website	www.integratedcompliancesolutions.co.za
Version	1.0
Approval date	20 February 2026
Revision date	20 February 2027



Table of Contents

POPIA Privacy Statement.....	2
Document summary.....	2
Table of Contents	3
Legal reference note.....	4
1. Introduction.....	4
2. Purpose of this Privacy Statement	4
3. Who We Are	4
4. Scope of this Privacy Statement	5
5. Personal Information We May Collect	5
6. Categories of Data Subjects.....	5
7. How We Collect Personal Information	6
8. Purpose for Processing Personal Information	6
9. Legal Basis for Processing Personal Information.....	6
10. Use of Website Information and Online Enquiries	6
11. Cookies and Similar Technologies	6
12. Sharing of Personal Information	7
13. Service Providers and Third Parties	7
14. Regulatory, Legal and Compliance Disclosures	7
15. Cross-Border Transfers of Personal Information	7
16. Information Security Measures.....	8
17. Retention of Personal Information	8
18. Rights of Data Subjects.....	8
19. How to Submit a POPIA or Privacy Request.....	9
20. Accuracy of Personal Information	9
21. Direct Marketing and Communications	9
22. Links to Third-Party Websites	9
23. Changes to this Privacy Statement	9
24. Contact Details	10
25. Document Control.....	10
Approval	10



Legal reference note

This statement is prepared with reference to the Protection of Personal Information Act 4 of 2013 and publicly available Information Regulator guidance. For current regulator information, visit www.inforegulator.org.za.

1. Introduction

Integrated Compliance Solutions respects the constitutional right to privacy and recognises the importance of responsible personal information processing. This Privacy Statement explains how Integrated Compliance Solutions collects, uses, stores, shares and protects personal information in the course of providing compliance, governance, risk, regulatory support and related business advisory services.

This statement is intended for clients, prospective clients, website users, service providers, professional contacts, representatives, Key Individuals and other persons whose personal information may be processed by or on behalf of Integrated Compliance Solutions.

2. Purpose of this Privacy Statement

The purpose of this Privacy Statement is to promote transparency and to explain the practical measures used by Integrated Compliance Solutions to process personal information in a lawful, fair and accountable manner.

It describes the types of personal information that may be collected, the reasons for processing it, the parties with whom it may be shared, the safeguards applied to protect it, and the rights that data subjects may exercise under POPIA.

3. Who We Are

Integrated Compliance Solutions is a South African private company that provides compliance, governance, risk, regulatory support and business operating support services. The business operates from its registered office at 122 Beech Street, Northcliff, Randburg, Gauteng, 2195.

For purposes of POPIA, Integrated Compliance Solutions may act as a responsible party where it determines the purpose and means of processing personal information. In some engagements, it may also process information on behalf of a client in accordance with agreed instructions and applicable law.

Control Item	Detail
Entity	Integrated Compliance Solutions
Registration Number	2025/830678/07
Registered Office	122 Beech Street, Northcliff, Randburg, Gauteng, 2195
Information Officer	Ronald Gwenzi
Information Officer Email	rgwenzi@integratedcompliancesolutions.co.za



4. Scope of this Privacy Statement

This Privacy Statement applies to personal information processed through client onboarding, advisory and support engagements, compliance documentation, regulatory support, correspondence, website enquiries, supplier relationships, administration, record keeping and ordinary business operations.

It applies to personal information collected directly from data subjects, received from clients or representatives, obtained through correspondence or engagement documents, or generated during the provision of services.

5. Personal Information We May Collect

The personal information processed depends on the nature of the relationship, the service requested and the information required to deliver the engagement. Integrated Compliance Solutions applies a minimum necessary approach and only requests or processes information that is reasonably required for the relevant purpose.

Category	Description
Identity and contact information	Names, surnames, identity numbers where required, registration numbers, email addresses, telephone numbers, physical and postal addresses.
Professional and regulatory information	Regulatory role information, Key Individual and representative details, fit and proper information, competence and appointment-related information.
Business and operational information	Company registration details, ownership or beneficial ownership information, governance records, operating procedures, service records and correspondence.
Compliance support information	Client records, registers, supporting documents, regulatory correspondence, monitoring evidence and information required for agreed compliance support.
Website and communication information	Website enquiry details, communication history, email correspondence, meeting notes and information voluntarily submitted through contact channels.

6. Categories of Data Subjects

Integrated Compliance Solutions may process personal information relating to different categories of data subjects depending on the service relationship and the records supplied during an engagement.

Category	Description
Clients and prospective clients	Contact, onboarding, business, regulatory and service-related information.
Directors, shareholders, members and beneficial owners	Identification, company, ownership and governance-related information.
Key Individuals and representatives	Regulatory role, competence, appointment, supervision and contact information.
Employees and consultants, where applicable	Contact, employment, role, communication and administrative information.
Service providers and professional contacts	Contact, contractual, billing and service delivery information.
Website users and correspondents	Enquiry, communication, technical and contact information.

**Persons appearing in client records**

Information contained in client documents or supporting records provided for compliance review or regulatory support purposes.

7. How We Collect Personal Information

Personal information may be collected directly from the data subject, from a client or authorised representative, from engagement documents, through email or telephone correspondence, through website contact forms, during meetings, from publicly available sources, or from regulatory and professional records where lawful and relevant.

Where information is provided by a client about another person, the client is expected to have an appropriate basis to share that information and to ensure that the relevant person is informed where required by law.

8. Purpose for Processing Personal Information

Integrated Compliance Solutions processes personal information for defined business, contractual, legal and regulatory purposes. These purposes include, where applicable:

- Responding to enquiries and managing prospective client relationships.
- Onboarding clients and administering engagements.
- Delivering compliance, governance, risk, regulatory support and advisory services.
- Preparing, reviewing or maintaining regulatory, governance and compliance documentation.
- Supporting control environment, monitoring, reporting, record keeping and evidence management processes.
- Managing correspondence, meetings, service delivery and client instructions.
- Maintaining internal business, legal, financial and administrative records.
- Complying with applicable laws, lawful requests, regulatory obligations or professional duties.
- Protecting the rights, legitimate interests, confidentiality and operational security of Integrated Compliance Solutions and its clients.

9. Legal Basis for Processing Personal Information

Integrated Compliance Solutions only processes personal information where there is a lawful basis or a proper business, legal, regulatory or contractual reason to do so. Depending on the circumstances, processing may be based on consent, contract, legal obligation, legitimate interest, protection of the data subject or another lawful ground recognised by POPIA.

Where consent is relied upon, the data subject may withdraw consent, subject to any legal, contractual or operational consequences and subject to processing that remains permitted or required by law.

10. Use of Website Information and Online Enquiries

When a person contacts Integrated Compliance Solutions through the website or by email, the information submitted is used to respond to the enquiry, manage the relationship, provide requested information, arrange discussions and maintain ordinary business records.

Website users should avoid submitting unnecessary sensitive or confidential information through open website channels unless requested or unless an appropriate secure channel has been agreed.

11. Cookies and Similar Technologies



The Integrated Compliance Solutions website may use cookies or similar technologies to support website functionality, improve user experience, manage security, understand general website traffic and maintain the performance of online services.

Where cookies are used, users may manage cookie settings through their browser. Some website features may not function optimally if certain cookies are disabled.

12. Sharing of Personal Information

Integrated Compliance Solutions does not sell personal information. Personal information may be shared only where necessary for service delivery, lawful business operations, legal compliance, regulatory engagement, professional support or protection of rights and interests.

Information is shared on a need-to-know basis and subject to reasonable confidentiality and security measures appropriate to the nature of the information and the relationship with the receiving party.

13. Service Providers and Third Parties

Integrated Compliance Solutions may use service providers and third parties to support technology, hosting, administration, professional services, communications, document management, billing, banking, compliance support or other operational functions.

Where appropriate, service providers are expected to process personal information only for authorised purposes, apply suitable safeguards and maintain confidentiality.

Recipient / Third Party	Purpose
Regulatory authorities	Where required or appropriate for regulatory, legal or compliance purposes.
Professional advisers	For legal, accounting, compliance, governance, risk or advisory support.
Technology and hosting providers	For email, storage, hosting, cybersecurity, workflow and business systems.
Administrative support providers	For operational, record keeping, communication or document management support.
Banks and payment service providers	Where relevant to payment, invoicing or financial administration.
Contracted service providers	Where required to perform agreed client services or business support functions.

14. Regulatory, Legal and Compliance Disclosures

Personal information may be disclosed where required by law, regulation, court order, lawful process, regulator request, professional duty or contractual obligation. It may also be disclosed where necessary to establish, exercise or defend legal rights, investigate a security incident, prevent unlawful activity or protect the legitimate interests of Integrated Compliance Solutions, its clients or affected persons.

Integrated Compliance Solutions will assess disclosure requests with appropriate regard to confidentiality, data minimisation and legal requirements.

15. Cross-Border Transfers of Personal Information



Integrated Compliance Solutions may use technology services, cloud platforms or professional support arrangements that involve storage, access or processing outside the Republic of South Africa. Where personal information is transferred cross-border, reasonable steps will be taken to ensure that the transfer is lawful and that appropriate safeguards are in place.

These safeguards may include contractual obligations, technical security controls, access restrictions, confidentiality undertakings or reliance on another lawful basis permitted by POPIA.

16. Information Security Measures

Integrated Compliance Solutions applies reasonable organisational and technical measures to protect personal information against unauthorised access, loss, misuse, alteration, disclosure or destruction. The measures used depend on the nature of the information, the context of processing and the risks involved.

Safeguard Area	Application
Access control	Role-based access, user permissions and need-to-know handling of information.
Confidentiality	Confidential handling of client records, engagement documents and regulatory support information.
Device and system protection	Use of reasonable security settings, passwords, anti-malware tools and system controls.
Secure storage	Structured document storage, controlled retention and appropriate handling of records.
Service provider management	Reasonable review of providers that process or host business information.
Incident response	Assessment, escalation and response where a suspected security compromise affects personal information.

17. Retention of Personal Information

Integrated Compliance Solutions retains personal information only for as long as reasonably required for the purpose for which it was collected or processed, unless a longer retention period is required or permitted by law, contract, legitimate business need, regulatory expectation or the need to establish, exercise or defend rights.

When information is no longer required, it will be deleted, destroyed, de-identified or archived in a manner appropriate to the nature of the information and applicable retention obligations.

18. Rights of Data Subjects

Data subjects have rights under POPIA. These rights may be exercised subject to the requirements, limitations and procedures set out in applicable law. Integrated Compliance Solutions will consider requests fairly and will respond within a reasonable period.

- To be informed where personal information is collected or where there has been unauthorised access or acquisition where notification is required.
- To request confirmation of whether Integrated Compliance Solutions holds personal information about the data subject.
- To request access to personal information, subject to applicable legal procedures and limitations.
- To request correction, deletion or destruction of personal information that is inaccurate, excessive, outdated, incomplete, misleading or unlawfully obtained.
- To object to processing on reasonable grounds where permitted by POPIA.
- To object to processing for direct marketing by unsolicited electronic communication.



- To lodge a complaint with the Information Regulator where the data subject believes that personal information has been processed unlawfully.

19. How to Submit a POPIA or Privacy Request

Privacy requests should be submitted in writing to the Information Officer. The request should identify the requester, describe the personal information or right concerned, provide sufficient detail to allow the request to be assessed, and include proof of identity or authority where required.

Requests may be sent to: rgwenzi@integratedcompliancesolutions.co.za. Integrated Compliance Solutions may request additional information where necessary to verify identity, confirm authority, locate records or process the request.

Information Officer: Ronald Gwenzi | Email: rgwenzi@integratedcompliancesolutions.co.za | Website: www.integratedcompliancesolutions.co.za

20. Accuracy of Personal Information

Integrated Compliance Solutions takes reasonable steps to ensure that personal information is accurate, complete and up to date where required for the purpose for which it is processed. Data subjects and clients are encouraged to notify Integrated Compliance Solutions when relevant information changes.

Where information is supplied by a client, representative or third party, Integrated Compliance Solutions relies on that source to provide accurate and lawful information unless there is reason to question its reliability.

21. Direct Marketing and Communications

Integrated Compliance Solutions may communicate with clients, prospective clients or professional contacts about services, regulatory updates, engagement matters or related business information where permitted by law.

Where direct marketing by electronic communication is used, Integrated Compliance Solutions will apply consent and opt-out requirements where applicable. Recipients may request that marketing communications stop by using the unsubscribe method provided or by contacting the Information Officer.

22. Links to Third-Party Websites

The Integrated Compliance Solutions website may contain links to third-party websites, resources or platforms. Integrated Compliance Solutions is not responsible for the privacy practices, content or security of external websites. Users should review the privacy statements of external websites before submitting personal information to them.

23. Changes to this Privacy Statement

Integrated Compliance Solutions may update this Privacy Statement from time to time to reflect changes in law, regulatory guidance, service offerings, systems, business operations or privacy practices. The latest version will be made available through the Integrated Compliance Solutions website or other appropriate communication channels.

The scheduled revision date for this version is 20 February 2027, unless an earlier update is required.



24. Contact Details

Questions, requests or complaints relating to this Privacy Statement or the processing of personal information may be directed to the Information Officer.

Control Item	Detail
Information Officer	Ronald Gwenzi
Email	rgwenzi@integratedcompliancesolutions.co.za
General Contact Email	info@integratedcompliancesolutions.co.za
Website	www.integratedcompliancesolutions.co.za
Registered Office	122 Beech Street, Northcliff, Randburg, Gauteng, 2195
Information Regulator Website	www.inforegulator.org.za
Information Regulator POPIA Complaints	POPIAComplaints@inforegulator.org.za

25. Document Control

This document control table records the current approved version of the Integrated Compliance Solutions POPIA Privacy Statement.

Control Item	Detail
Document Name	Integrated Compliance Solutions POPIA Privacy Statement
Entity	Integrated Compliance Solutions
Registration Number	2025/830678/07
Version	1.0
Approval Date	20 February 2026
Compilation Date	20 February 2026
Revision Date	20 February 2027
Document Owner	Information Officer
Information Officer	Ronald Gwenzi
Information Officer Email	rgwenzi@integratedcompliancesolutions.co.za
Website	www.integratedcompliancesolutions.co.za
Classification	Website Privacy and Data Protection Statement

Approval

Issued by the Information Officer for Integrated Compliance Solutions.

Information Officer	Ronald Gwenzi
---------------------	---------------



Signature	_____
Date	20 February 2026