

Dear Patient

In terms of the Protection of Personal Information Act, 2013 (Act 4 of 2013), also called the POPI Act or POPIA, which came into effect on 1 July 2021, we would like to assure you that **TOKAI DENTAL PRACTICE/ DR JA MEYER** treats your personal information with the utmost of privacy. We shall not share any of our client's personal information with anyone other than in cases of legally proven requirements.

For us to responsibly service our clients and to be able to communicate, we need to store and process client's personal information, this may include the following: Company name/Initials, Surname, Address, Phone Numbers, Email Address, and ID/Registration nr.

The personal information collected is only used by **TOKAI DENTAL** staff for the purposes defined at the time of the collection or a use that complies with these purposes.

As mentioned above, we use your personal information to appropriately process your requests, we also use all of the information you provide voluntarily, to offer you the best service possible.

Should you have any objection to us storing your personal information or communication via email or SMS, please inform us by replying to this email, we will then be compelled to remove your information from our database.

As a company processing information, we must be legally compliant.