

PRIVACY POLICY

How we collect, use, disclose, protect and retain personal information

Document details	Information
Responsible party / body	Beekarun, Gopichund & Associates Inc.
Registration number	2025/196842/21
Physical address	2 nd Floor, 28 Meridian Drive, Umhlanga, 4319
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Email	info@bgainc.co.za
Website	www.bgainc.co.za
Information Officer	Yasthil Beekarun
Last updated	18 May 2026

1. Introduction

This Privacy Policy explains how Beekarun, Gopichund & Associates Inc. ("we", "us" or "the firm") processes personal information when you visit our website, use our digital tools, contact us, or engage our legal services. We process personal information in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA) and applicable professional obligations.

Important: submitting a website form or using the intake bot does not create an attorney-client relationship. The firm only acts once it has completed conflict checks, FICA /identity verification where applicable, and accepted your mandate in writing.

2. Responsible Party and Information Officer

The firm is the responsible party for personal information processed through this website and our client-intake channels. The Information Officer is Yasthil Beekarun, reachable at info@bgainc.co.za or 031 942 3655 / 031 492 9339.

3. Personal Information We Collect

- Identity and contact information: name, surname, email address, telephone number and contact preferences.
- Matter information: the description of your legal issue, urgency, parties involved, relevant dates and documents you choose to provide.
- Communication information: emails, website forms, intake-bot messages, call notes and consultation records.
- Technical information: IP address, browser type, pages visited, cookie identifiers and usage analytics.
- Client due-diligence information where required: identity documents, proof of address, source-of-funds information and beneficial-ownership details.

4. Why We Process Personal Information

- To assess and prepare for a consultation or matter intake.

- To communicate with you about appointments, instructions, documents and services.
- To conduct conflict checks, FICA/client due diligence and risk assessment.
- To generate AI-assisted intake summaries for internal review by attorneys.
- To open, manage, bill, audit and close legal files.
- To comply with POPIA, PAIA, FICA, the Legal Practice Act and other legal or professional obligations.
- To maintain website security and improve the website through anonymised analytics.

5. Legal Grounds for Processing

- Consent, where you voluntarily submit information or agree to specific processing.
- Contract or steps before entering into a contract, where we assess or provide legal services.
- Legal obligation, including regulatory, accounting, trust-accounting and professional duties.
- Legitimate interests, including secure administration, file management, conflict checks and fraud prevention.

6. AI-Assisted Intake and Automated Tools

Our intake bot and AI tools are administrative aids. They may assist with matter classification, urgency flags, document checklists and internal intake summaries. They do not provide legal advice, no attorney-client relationship is created by using them, and no final legal or client-acceptance decision is made solely by automated means.

7. Disclosure and Operators

- Attorneys, candidate attorneys and authorised staff on a need-to-know basis.
- Professional advisers, auditors, counsel, sheriffs, correspondents, courts and regulators where necessary.
- Service providers such as secure hosting, database, email, analytics, document-management and AI-processing providers bound by confidentiality and data-protection obligations.
- Third parties where required by law, court order, regulatory duty or your instruction.

8. Cross-Border Transfers

Some operators may process information outside South Africa. Where this occurs, we take reasonable steps to ensure that the transfer complies with section 72 of POPIA, including appropriate contractual protections, adequate protection in the recipient jurisdiction, consent where required, or another lawful basis.

9. Security Safeguards

- SSL/TLS encryption for website traffic.
- Authenticated admin access and role-based access controls.
- Need-to-know access to client information.
- Secure database and infrastructure configurations.
- Reasonable administrative, technical and organisational safeguards.
- Security-compromise response processes, including notification to affected data subjects and the Information Regulator where POPIA requires it.

10. Retention

We retain personal information only for as long as reasonably necessary for the purpose collected, or as required by law, professional rules, accounting requirements, trust-accounting obligations, limitation periods or legitimate business needs. Matter records may be retained for at least seven years after file closure unless a longer period is legally or professionally required.

11. Your Rights

- Request confirmation of whether we hold your personal information.
- Request access to your personal information.
- Request correction or deletion, subject to legal retention obligations.

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- Object to processing in appropriate circumstances.
- Withdraw consent where processing is based on consent.
- Lodge a complaint with the Information Regulator at complaints.IR@justice.gov.za.

12. Cookies

We use cookies and similar technologies as described in our Cookie Policy. Essential cookies support secure functionality, while analytics cookies help us understand website use.

13. Changes and Contact

We may update this policy from time to time. The current version will be published on www.bgainc.co.za. Direct privacy queries to Yasthil Beekarun at info@bgainc.co.za or 031 942 3655 / 031 492 9339