

# Privacy Policy - Morton Moore

Last Updated: June 28, 2025

## 1. Who We Are

Morton Moore is an accounting, payroll, HR, and business advisory firm based in South Africa. This policy applies to all data collected through our website, communication channels, and during the delivery of our services.

## 2. What Personal Information We Collect

We may collect the following types of personal information:

- Name and surname
- Company or business name
- Contact details (email address, phone number, physical address)
- ID numbers, tax numbers or company registration numbers
- Banking details (if required for service delivery)
- Financial data and documentation
- IP address, browser type, and website usage data (via cookies)

## 3. How We Use Your Information

We use your personal information to:

- Provide accounting, payroll, HR, and business advisory services
- Respond to your enquiries or contact requests
- Send invoices, reports, or other client documents
- Process payments or manage billing
- Improve our website functionality and service offerings
- Comply with legal and regulatory obligations

## 4. How We Share Your Information

We do not sell your information. We may share it with:

- Trusted third-party service providers (e.g. cloud platforms, payroll systems, CRM tools)
- Professional advisors (e.g. auditors, legal consultants)
- Regulatory bodies (e.g. SARS) when legally required
- Any other third parties with your express consent

All third-party providers are required to maintain the confidentiality and security of your information.

## **5. Data Storage and Protection**

We store your data on secure servers and cloud platforms that use encryption and industry-standard security protocols. Access to your data is restricted to authorized personnel only.

We retain your data only for as long as necessary to fulfil the purpose for which it was collected or as required by law.

## **6. Use of Cookies**

Our website may use cookies to enhance your browsing experience, understand site usage, and improve performance.

You can manage or disable cookies through your browser settings, but this may affect certain website features.

## **7. Your Rights Under POPIA**

You have the right to:

- Access your personal information
- Correct or update your information
- Object to the processing of your data
- Request the deletion of your personal data
- Withdraw consent at any time
- Lodge a complaint with the Information Regulator of South Africa

To exercise any of these rights, please contact us directly.

## **8. Contact Us**

If you have any questions about this Privacy Policy or how your information is handled, please contact:

Morton Moore

Email: [cj@morton-moore.com](mailto:cj@morton-moore.com)

Phone: 084 072 1226

Based in South Africa

## **9. Changes to This Policy**

We may update this policy from time to time. The latest version will always be available on our website with the effective date noted at the top.