



Solutions

Powerful solutions,
gentle delivery. | +27 79 494 7771 · info@omisolutions.co.za · www.omisolutions.co.za

OMI SOLUTIONS PRIVACY STATEMENT

PURPOSE

OMI Solutions is a private company registered in South Africa. OMI Solutions is an environmental consulting and engineering company that provides environmental and engineering solutions.

To achieve our objectives, we must collect and use information which includes Personal Information in terms of the Protection of Personal Information Act No 4 of 2013(POPI). Information that alone or jointly with other factors identifies you as a person is personal information in terms of POPI. Personal Information includes, but is not limited to, information such as your name, contact details, telephone number, biometric information, registration number etc.

We treat all personal information that is collected as private and confidential.

RIGHT TO CHANGE THIS PRIVACY STATEMENT

We have the right to change this Privacy Statement to align with changes in the law or changes in technology which has an impact on how we process your personal information. Our latest Privacy Statement will always be available on our website. The latest version will replace previous versions.

COLLECTION OF PERSONAL INFORMATION

Personal information is collected directly from you (data subject) and may be collected indirectly from other external sources for purposes of complying with the law.

Due to the type of service that we provide it is important for us to have a complete view of the persons (juristic and natural) that we assist, understand their behaviours. We need to be proactive and pre-emptive in effectively identifying risks that impacts our data subjects.

We may therefore use other sources to find information, sources such as:

- Regulators
- Public platforms such as social media and newspapers

THE PURPOSE FOR COLLECTION OF PERSONAL INFORMATION

We collect your personal information for a number of reasons including, but not limited to, the following:

- Onboarding
- Invoicing
- Proposals
- Provision of legal and compliance services
- License applications
- Social and labour plans

OMI SOLUTIONS (PTY) LTD
Registration Number: 2018/343416/07
VAT Number: 4190288177
BBBEE Level 4

Directors: Robyn Sally Mellett, Faith Chademana, Marius van Biljon, Reneé Kruger



- Advisory services
- Any other service as governed by our contracts

PERSONAL INFORMATION THAT WE COLLECT

We collect different attributes of your personal information at specific points of our processes, to fulfil legal requirements and internal business purposes. Some of the information we collect is:

- Identity number (employee number; company registration numbers, ID number, passport number),
- Email-addresses, physical address, telephone number
- Names, surname, language,
- Education, financial, employment information
- Banking details
- Information on your race, ethnic or social origin, criminal recordings/proceedings.

We may not be able to carry out our legislative mandate and provide our services to you or procure your services without your personal information.

THIRD PARTIES

We might from time to time share your personal information with third parties. We will only disclose your personal information when:

- It is necessary to fulfil our mandate in terms of an agreement.
- For business purposes
- The law requires it.
- We have a public duty to disclose the information.
- Your legitimate interests require the disclosure
- You consented to us disclosing the information.

THIRD PARTIES MAY INCLUDE BUT NOT LIMITED TO

- Regulators
- Law enforcement agencies
- Service Providers

We request, where appropriate, the third parties with whom we share information with, to take adequate steps and comply with applicable data protection laws and protect the information disclosed to them. We accomplish this through contractual arrangements with these third parties. We also have internal controls to ensure that the third parties we appoint have appropriate controls to protect the information we provide to them.

If you want to learn more about our internal measures, please contact the OMI Solutions Information Officer.

TRANSBORDER INFORMATION FLOWS

We only process personal information in South Africa.

YOUR RIGHTS

As a data subject, you have certain rights that you can exercise in relation to the personal information we hold about you. You can exercise your right to:

- Ask for access to the information we hold about you. We may, if allowed by law, charge for this.
- Request correction and updates to the personal information we hold about you.
- Object to the manner in which we use personal information about you.
- Request that information be deleted that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully or where we are no longer authorized to keep such information.
- Submit complaints to us about the way we use your personal information. If you are not satisfied with how we handle your complaint, you can lodge a complaint with the Information Regulator.

SECURITY PRACTICES

The security systems and controls we have implemented are designed to maintain confidentiality, prevent loss, unauthorised access and damage to information by unauthorised parties.

RETENTION OF PERSONAL INFORMATION

Our retention policy defines how long we keep all types of records, including any personal information we process. Personal information is retained and destroyed as required or authorised by law.

USE OF COOKIES ON WEBSITE

Cookie technology is used on our website. Cookies are small files which are stored on a user's computer when you use our website. We have non-essential cookies that allow us to distinguish users, and strict transport security which enables a website to declare itself as a secure host.

CONTACT US

For any queries, requests, questions or complaints about our privacy policy and how we process your personal information, please contact OMI Solutions' Information officer at:

robyn@omisolutions.co.za (Information Officer)

norman@omisolutions.co.za (Deputy Information Officer)

Physical Address:

226 Fish Eagle
Leeuwfontein Estate
Kameelfontein
Pretoria
0039

Information Regulator Information

Address: JD House,
27 Stiemens Street
Braamfontein
Johannesburg, 2001
Email: enquiries email: inforeg@justice.gov.za.
Complaints: complaints.IR@justice.gov.za