



## PRIVACY POLICY

### **Introduction**

Protecting the security and privacy of your personal information is important to OCC.

OCC means OCC Pty Ltd, and any of its related companies, which operate this website and its pages (hereinafter referred to as the "Website").

### **Collected personal information and the purpose of processing**

OCC collects personal information (e.g., name, email address, contact number) in connection with the operation of the Website only when you have voluntarily provided such personal information to us (e.g., through completing our online enquiry form).

OCC uses such personal information only for the purpose for which you divulged it, such as to answer your enquiries or requests.

### **When we share your personal information**

Insofar as you have provided your consent or when OCC are otherwise legally entitled to do so, OCC will share your personal data with related companies of OCC, where applicable, for the purposes indicated above.

In connection with the operation of the Website and the services provided by way of the Website, OCC works with service providers such as hosting or IT maintenance service providers, with whom we may share your information should it be necessary to do so.

Personal information is shared only in connection with and in compliance with applicable laws and regulations. OCC does not sell or otherwise market your personal information to any third parties.

### **How we protect your personal information**

OCC takes every reasonable precaution to protect your personal information from theft, unauthorised access and disruption of services. Our security controls are designed to maintain an appropriate level of data confidentiality, integrity, and availability.

However, we cannot guarantee the security of any personal information that you willingly disclose online. Please note that we process and collect your personal information when you contact us electronically or complete an enquiry form online.

### **Accessing, changing or removing your personal information**

You may ask us to access, change or remove your personal information from our records. If legislation allows, we may charge an administrative fee, but we will always inform you of any cost before performing your request.

### **Contact us**

If you have any questions, or you want to update your personal information or preferences, please contact our office on the details below:

#### **Postal address**

OCC Pty Ltd  
PO Box 78613, Sandton, 2146

#### **Physical address**

OCC Pty Ltd  
No 7, 7<sup>th</sup> Avenue, Parktown North, 2193

Email: [infoofficer@occsa.co.za](mailto:infoofficer@occsa.co.za)