

PRIVACY NOTICE

This Page explains how we obtain, use, and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act ("POPIA").

OMASA is committed to protecting your privacy and to ensure that your personal information is collected lawfully and transparently and if used, done so in a proper manner in line with POPIA.

THE PROTECTION OF PERSONAL INFORMATION ACT

About the Organisation

OMASA

The information collected.

We collect and process your personal information to contact you for the purposes of feedback, compliance, working with suppliers and updating you on the activities of the organisation, and delivering services if and when required. For this purpose, we collect contact details including your name, organisation, email, and Cell number.

We collect information from you if you provide us with your personal details. We will inform you what information you should provide to us and what information is optional.

Website usage information may be collected using "cookies" which allows us to collect standard internet visitor usage information.

How we use your information

We will use your personal information only for the purposes for which it was collected and agreed with you. In addition, where necessary your information may be retained for legal or research purposes.

For example:

- To collect contact information should you like to receive updates on our activities.
- IF required for the detection and prevention of fraud, crime, money laundering or other malpractice.
- To conduct check ins to see that you are still interested in being involved with the organisation.
- For audit and record keeping requirements
- To comply with legal requirements

Disclosure of information

OMASA may disclose your personal information to our service providers who are involved in the delivery of products or services to you especially if you are a beneficiary of OMASA and its support services. We endeavour to make sure that the service providers do not disclose your information to any other parties and are POPIA compliant.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law or for any medical or Beneficiary related service
- Where we believe, it is required to protect the rights of the organisation.

Information Security

We are legally required to provide sufficient protection for the personal information we hold and to stop unauthorized contact and use of personal information. We will, annually, continue to review our protocols in this regard and related processes to ensure that your personal information remains protected.

Our security guidelines and practices cover:

- Computer and network security.
- Access to personal information.
- Safe relations.
- Security in outsourcing of products and services.
- Retaining and deletion of information.
- Appropriate usage of personal information.
- Governance and regulatory challenges.
- Scrutinizing usage of private information.
- Inspecting and responding to security incidents.

Outsourcing of support services or products is done when we are satisfied that the relevant security, privacy, and confidentiality obligations are in place on their side to ensure that personal information that we remain responsible for, is kept protected.

OMASA endeavours to ensure that anyone that has access to your personal information agrees to treat your information with the same level of safety as POPIA stipulates.

Updating or correcting your information

Your right to ask us to update, correct or delete your personal information is available at any time.

Your Rights: Access to information

You have the ability/right to request a copy of the personal information we hold about you. Should you wish to do this, please contact us at the numbers/addresses as provided on our website and ask us for what information you seek.

OMASA will never request a fee for any updating or deletion of details.

Definition of personal information

As Stipulated by the Act “**personal information**” refers to information relating to a distinguishable, living, natural person, and where it is applicable, an identifiable, existing juristic person. Further to the POPI Act, OMASA may hold the following as personal information:

- All addresses including residential, Commercial, Cell phone, and email addresses.

Contacting us

Please feel free to contact us if you have any questions relating to our Privacy policies and how we manage your information.