



O'Keeffe & Swartz

Business Process Outsourcing

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### **O'Keeffe & Swartz BPO (Pty) Ltd (OKSBPO) - Privacy Policy**

We at OKSBPO value the importance of protecting your personal information and we subscribe to the principles as outlined in Section 51 of the Electronic Communication and Transactions Act 2002 and in the POPI Act (Act 4 of 2013) in general.

Personal information for the purpose of this document means all information specific to you, which are provided to OKSBPO via internet. In other words information that identifies you. This includes for example the following personal information that you may provide to OKSBPO to obtain inter alia an online update of your personal information or enquiry on your current debit order:

- Your Name and Surname
- Identity number
- Date of birth
- E-mail address
- Contact number (s)
- Password & Username

Here at OKSBPO we value the information you choose to provide and which we collect from you, and will take reasonable steps to protect your personal information. The information we maintain concerning you is stored in databases that have built-in safeguards to ensure the privacy and confidentiality of that information. However, please note that OKSBPO cannot guarantee the security of any personal information that you disclose online and we therefore do not accept any liability whatsoever for the loss, destruction or disclosure of such information. The information that you supply in the link hereunder, is not stored online. Whenever you use this website, complete the enquiry form or contact us electronically, we will process and collect your personal information. In reply, you will receive an Auto-response to acknowledge receipt of your enquiry, if an email address is supplied.



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<http://www.oksbpo.co.za/contact-us.php>

We at OKSBPO will use your personal information only as appropriate in the normal course of business. The following are reasons why we would collect your personal information:

- To identify you
- For us to process your instruction to us
- To manage your policy / policies
- Compliance with the laws of the Republic of South Africa

OKSBPO does not permit the selling or providing of personal information to third parties for independent use. At OKSBPO we may, however, share your personal information with our partners if that information is required to provide you with the product or services requested by you.

We will disclose your personal information when required to do so

- by any regulatory authority (like the FSCA) for the various financial sectors
- to comply with any regulation passed under relevant legislation or any legal process
- when you have expressly authorized OKSBPO to do so

O'Keeffe & Swartz BPO (Pty) Ltd reserve the right in our sole discretion to amend this privacy Policy from time to time and you agree that you will review the terms of this Privacy Policy whenever you visit our website for any such amendments.

This Privacy Policy will be governed by and construed and interpreted in accordance with the laws of the Republic of South Africa.

**When you do visit our website and in the process provide us with your personal information you will be agreeing to the provisions set out above.**



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**You also authorise O'Keeffe & Swartz BPO (Pty) Ltd to act on the information that you send electronically. Ensure that you have read and understood the terms and conditions of this Privacy Policy before you provide us with your personal information.**