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Owen Steele Contracts (PTY) Ltd

keagan@oscontracts.co.za

## OWEN STEELE CONTRACTS (PTY) LTD Privacy Notice

### **Introduction:**

This Privacy Notice is designed to tell you about our practices regarding collection, use, protection and disclosure of information that you may provide via this site.

Please be sure to read this entire Privacy Notice before using or submitting information to this site. This site is intended for use only by Owen Steele Contracts stakeholders and residents of South Africa.

### **Who we are:**

**Owen Steele Contracts (PTY) Ltd** Head Office is based in Port Elizabeth, Eastern Cape, South Africa. Established on 6<sup>th</sup> July 2001 as a CC, and converted the Company to a (PTY) Ltd in 2018

**Owen Steele Contracts (PTY) Ltd** offer a wide variety of services to the Building Construction Industry. We specialize in Ceilings and Partitions and Banking Institutions ie : Turnkey Vendor. We offer from small maintenance works to large revamps and or new installations and waterproofing.

Turnkey requirements cover many items ie: Structural Design, Construction Design, Engineering Design (Electrical & Mechanical), Fire Detection & Fire Protection Design, Council Submission Designs, Council Submission, Council Approval, Council Occupation Certificates, ATM Installations, Shop fitting, Ceilings & Partitions, Dry walling Partitioning, Waterproofing, Painting, Demolition, Electrical, Hvac and Fire Services, Plumbing, Building Works, Carpentry, Tiling(wall and floor), Wallpaper, Metalwork, Glazing, wet works and dry works and associated works from the construction and installation point of view within the Construction Industries.

**Owen Steele Contracts (PTY) Ltd** has been actively involved in the Eastern Cape and the Western Cape market since 2001.

### **The type of personal information we collect:**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

### **How we get the personal information and what we use is for:**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Business and compliance requirements

We also receive personal information indirectly, from the following sources in the following scenarios:

- Legal Compliance Requirements



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We use the information that you have given us in order to:

- Comply with Legislation

We may share this information with:

- Clients with whom we need to comply Legally

### **When will we process your personal information:**

In terms of the Protection of Personal Information Act (POPIA), the justification ground which we base our processing on consist out of the following:

- The data subject or a competent person where the data subject is a child **consents** to the processing. Kindly note that you have the right to withdraw your consent;
- The processing is **necessary** to carry out actions for the conclusion or performance of a contract to which the data subject is a party;
- The processing complies with an **obligation** imposed by law on the business;
- The processing protects a **legitimate** interest of the data subject;
- The processing is necessary for the proper performance of a **public law** duty by the business;
- Or
- The processing is necessary for pursuing the legitimate **interests** of the business or of a third party to whom the information is supplied.

### **How we store your personal information:**

Your information is securely stored:

We keep your information for 5 years or as Legally required to comply with Legislation. We will then dispose your information by Shredding.



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## **Your data protection rights:**

- You are entitled to access your personal data by sending a written request to [debbie@oscontracts.co.za](mailto:debbie@oscontracts.co.za). We may charge you a fee for this service.
- You may also request **Owen Steele Contracts** to correct or supplement any of your personal data which **Owen Steele Contracts** will undertake as soon as practicable.
- Request the destruction of your personal data. **Owen Steele Contracts** will consider your request in light of any other laws or regulations prohibiting **Owen Steele Contracts** from destroying your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [debbie@oscontracts.co.za](mailto:debbie@oscontracts.co.za) if you wish to make a request.

## **Contact details:**

Name: Debbie Steele

Address: 1 Marigold Street, Westering, Port Elizabeth, 6025

Phone Number: 066 296 6638

E-mail: [debbie@oscontracts.co.za](mailto:debbie@oscontracts.co.za)

## **How to complain:**

If you have any concerns about our use of your personal information, you can make a complaint to us at [debbie@oscontracts.co.za](mailto:debbie@oscontracts.co.za)

You can also complain to the Information Regulator if you are unhappy with how we have used your Information.

## **Their contact details are as follows:**

### **The Information Regulator (South Africa)**

Woodmead North Office Park  
54 Maxwell Drive, Woodmead,  
Johannesburg

**Complaints email:** [PAIAcomplaints@inforegulator.org.za](mailto:PAIAcomplaints@inforegulator.org.za)

**General inquiries email:** [enquiries@inforegulator.org.za](mailto:enquiries@inforegulator.org.za)