

Privacy Policy

1. INTRODUCTION

Wilcon Midnel Joint Venture CC (The Orion Guesthouse) recognizes the importance of privacy and the protection of personal information provided to it and is committed to the safeguarding of such information.

This privacy policy explains how The Orion Guesthouse collects and uses personal information. It contains information regarding the rights of natural and juristic persons to whom personal information relates (data subjects).

The Orion Guesthouse reserves the right to amend this Privacy Policy or add provisions to it at any time by publishing an updated version on its website.

2. COLLECTION OF INFORMATION

The Orion Guesthouse collects personal information in various instances, including when:

- data subjects contact The Orion Guesthouse or request information or services;
- The Orion Guesthouse provides services to data subjects;
- persons apply for employment at The Orion Guesthouse;
- when persons use The Orion Guesthouse's websites or engage with The Orion Guesthouse through social media.

The interaction with The Orion Guesthouse on The Orion Guesthouse's website will result in the collection of information regarding the person's activities on the website. Similarly, when anyone engages with The Orion Guesthouse via any one of The Orion Guesthouse's social media platforms. This information includes, but is not limited to, the person's name, contact details and information regarding the matter with which they need assistance.

In the course of engaging with clients on matters, The Orion Guesthouse will naturally be exposed to and collect personal information which includes the data subject's name and contact details as well as information regarding the matters that we need to assist them with.

As part of its recruitment processes, The Orion Guesthouse collects information from graduates and employment applicants. This information includes educational information as well as employment history. By enquiring regarding employment opportunities at The Orion Guesthouse or applying for employment, applicants are deemed to provide their consent to The Orion Guesthouse's processing of their personal information for recruitment purposes, which may include screening as well as background and reference checks.

3. BASIS AND PURPOSE FOR PROCESSING PERSONAL INFORMATION

The Orion Guesthouse may process personal information:

- to provide services to clients;
- to comply with legal or regulatory obligations;
- if a data subject has provided their consent; or
- if the processing is allowed by law.

The purposes for which The Orion Guesthouse processes personal information include, but are not limited to:

- marketing and promotion of The Orion Guesthouse's services;
- providing and improving services to clients;
- improving users' experience when using The Orion Guesthouse's websites;
- communicating with persons for The Orion Guesthouse's internal purposes;
- enabling The Orion Guesthouse's internal operations;
- exercising and defending legal rights.

4. DISCLOSURE OF PERSONAL INFORMATION

The Orion Guesthouse may release personal information or disclose it to third parties in certain circumstances. These include, but are not limited to:

- if The Orion Guesthouse is required or authorised to do so by law or a court order;
- in order for The Orion Guesthouse to enforce its rights;
- in order for The Orion Guesthouse to provide services to its clients.

The third parties to whom we disclose personal information include, but are not limited to:

- advocates and other parties involved in legal services;
- third party service providers to The Orion Guesthouse or its clients;
- third parties who provide research services to The Orion Guesthouse or its clients;
- government authorities and registries, organs of state, regulators, courts, tribunals and law enforcement agencies.

5. TRANSFER OF PERSONAL INFORMATION

Personal information collected by The Orion Guesthouse may be transferred to persons in other countries. Those countries' laws might not protect personal information in the same way or on the same level as the law in the data subject's country. However, The Orion Guesthouse will take reasonable steps to ensure that recipients in other countries have appropriate privacy measures in place.

6. RETENTION OF PERSONAL INFORMATION

The Orion Guesthouse retains personal information for as long as may be reasonably necessary in accordance with applicable law.

7. COOKIES

The Orion Guesthouse websites makes use of cookies. Cookies store information regarding website visitors. Cookies have various purposes, such as improving the visitor's experience on the website and facilitating their use of the website.

8. DIRECT MARKETING

The Orion Guesthouse may send marketing and promotional communications and material to persons. Recipients may opt out from receiving such communications by contacting The Orion Guesthouse at the details provided below or by clicking on the opt-out link that will be contained in the relevant electronic communication.

9. SECURITY

The Orion Guesthouse takes all reasonable steps to protect and avoid unauthorised access to personal information. It has implemented various policies, procedures, and software to safeguard personal information and routinely reviews its operations in order to ensure that personal information is adequately protected.

10. DATA SUBJECT RIGHTS

The law might provide data subjects with rights to access, amend or delete personal information that is in the possession of The Orion Guesthouse. However, The Orion Guesthouse may, in certain instances, legally refuse or decline such requests. If applicable, a data subject may also have the right to object to The Orion Guesthouse's processing of their personal information or to file a complaint with a regulator. If a data subject wishes to exercise their rights, they can contact The Orion Guesthouse at the details provided below. The Orion Guesthouse may charge data subjects a fee for accessing, amending or deleting their personal information.

Data subjects are encouraged to contact The Orion Guesthouse in order to update their personal information as and when necessary.

11. CONTACT DETAILS

In order to contact The Orion Guesthouse for purposes relating to this privacy policy, please contact us using these contact details:

The Orion Guesthouse
29 Baviaanskloof Street,
Aerorand,
Middelburg,
1050

Telephone: +27 13 244 1850

E-mail: reception@theorion.co.za

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