

Privacy Policy

Steenberg Office Park Property Owners Association (“us”, “we”, or “our”) is an Association that enforces a set of rules, policies and procedures, contained in its constitution or memorandum of incorporation, that serves the best interests of the group of members of the Association. In order to do this they have appointed a Committee of Trustees or a Board of Directors to act on their behalf. Their duties include, but are not limited to, the following:

- (a) Establishing a fund via levies paid by the members for maintenance, management and administration of the common areas and payment of taxes, water, electricity, insurance and other necessary services provided to the Association and its members;
- (b) Holding regular meetings of its management and members to enforce its rules and regulations;
- (c) Establishing a budget;
- (d) Authorising expenditure;
- (e) Opening a bank account(s);
- (f) Insuring the common areas;
- (h) Maintaining and repairing common areas, and
- (i) Securing the Association by means of onsite security and/or access control and/or monitoring systems.

This page informs you of the lifecycle of your Personal Information, namely the collection, using of, storing, sharing, maintaining and destroying of your Information when you use our site and/or social media platforms. It also advises you on how you can update or delete your Personal Information. We use your Personal Information for the purposes of providing our Service to you. By using the site and/or social media platforms, you agree to the collection and use of information in accordance with this policy.

1. Information collection and use

While using our site and/or social media platforms, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you and to record your use of our Service. Personally identifiable information may include, but is not limited to, your email address, registered name, email address and phone number (“Personal Information”). We collect this information for the purpose of providing the Service, identifying and communicating with you, responding to your requests/inquiries and improving our services.

2. Storage of personal information

While using our site and/or social media platforms, your Personal Information will be stored electronically on a secure cloud database.

3. Log data

When using the site and/or social media platforms, we may collect certain information automatically, including, but not limited to, the type of device you use, your device's unique ID, the IP address of your device, your operating system, the type of Internet browser you use and other statistics ("Log Data").

4. Location information

We may use and store information about your location depending on the permissions you have set on your device. We use this information to provide features of our Service and to improve and customise our services to you. You can enable or disable location services when you use our website and/or social media platforms at any time, through your device settings.

5. Cookies

Cookies are files with a small amount of data, which may include an anonymous unique identifier. We use Functional Cookies that remember who you are as a user of our site and/or social media platforms. We use them to remember any preferences you may have selected on our site and/or social media platforms, like saving your username, password or settings. Cookies are sent to your browser from a website and/or social media platforms and transferred to your device. The Cookies are used to collect information in order to improve our services for you. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. The Help feature on most browsers provide information on how to accept cookies, disable cookies or to notify you when receiving a new cookie. If you do not accept cookies, you may not be able to use some features of our website and/or social media platforms and we recommend that you leave them turned on.

6. Do Not Track disclosure

We do not support Do Not Track ("DNT"). Do Not Track is a preference you can set in your web browser to inform websites and/or social media platforms that you do not want to be tracked. You can enable or disable Do Not Track by visiting the Preferences or Settings page of your web browser.

7. Compliance with Laws

We will disclose your Personal Information where required to do so by law, or if we believe that such action is necessary to comply with the law, and the reasonable requests of law enforcement, or to protect the security or integrity of our Service.

8. Security

The security of your Personal Information is important to us, and we strive to implement and maintain reasonable, commercially acceptable security procedures and practices appropriate to the nature of the

information we store, in order to protect it from unauthorised access, destruction, use, modification, or disclosure.

However, please be aware that no method of transmission over the internet, or method of electronic storage is completely secure and we are unable to guarantee the security of the Personal Information we have collected from you.

9. Links to other sites and/or social media platforms

Our site and/or social media platforms may contain links to other sites and/or social media platforms that are not operated by us. If you click on a third party link, you will be directed to that third party's site and/or social media platforms. We strongly advise you to review the Privacy Policy of every site and/or social media platforms you visit. We have no control over, and assume no responsibility for the content, privacy policies or practices of any third party sites and/or social media platforms, or services.

10. Aggregated statistics

We may collect statistics about the behaviour of visitors to our site and/or social media platforms. We may display this information publicly or provide it to others. However, Steenberg Office Park Property Owners Association will not disclose your personally-identifying information.

11. Changes to this Privacy Policy

This Privacy Policy is effective as of 1 July 2021 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page. We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the site and/or social media platforms after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

12. Destroying of Personal Information

Your Personal Information is destroyed after the required number of years as set out in the Association's governance documentation by purging records from the database on which it is stored.

13. Contact us

If you have any questions about this Privacy Policy, please contact us.