



For more information, visit www.myoffice.africa

MYOFFICE PRIVACY POLICY

(Updated 17/06/2025)

INTRODUCTION

This is the privacy statement of MyOffice. The Policy applies to the MyOffice website and the Services ("Services" are as defined the "MyOffice General Terms and Conditions") .

As a general rule, users of our services are anonymous to us, and we have no feasible ways to identify you. However certain categories of data may be collected while using our website and Services, and some of this information may be considered "personal data" by the Protection of Personal Information Act 4 of 2013 ("POPI"). When we collect personal data, we generally act as a "data controller" as defined in POPI. The exact categories of data we collect, why we collect it, and your opt-out choices depend on the Services you use, as is more fully described below.

When we post changes to this privacy statement, we will include the date when the statement was last updated. If we significantly change this statement, we will notify you about the upcoming change via our website and email. We encourage you to review this statement periodically.

USER-SUBMITTED DATA

Certain pieces of information we will only process when you submit it to us.

When making a booking, MyOffice we require you full name, email address and contact number. We will retain your personal data for the shortest permissible time in terms of POPI and other applicable laws.



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If you decide to participate in a promotional campaign, contest, or survey, organised by MyOffice or our partners on behalf of MyOffice, we may ask for information such as your name, age, phone number, email or postal address.

We will use this data only to provide the Services you have requested and will not retain your data any longer than necessary to fulfil that specific purpose. If you're not comfortable with us using submitted data for a limited purpose, then don't provide it to us.

DATA COLLECTED AND USE

When you access the MyOffice website, we may collect your name, address, phone number, and other contact details. You may decide not to provide your personal information to us. However, if you do not provide it, we may not be able to provide you with access to certain information, products, or services. We do not store your payment details in any way. We may also collect information about your online behaviour and behavioural patterns when using our website, such as the time and date of your visit, the pages you viewed, and how you navigated to and through our website.

We use this information for certain legitimate business purposes, namely:

- To understand better how people interact with our services
- To enhance, modify, customize or otherwise improve our website and services
- To determine the effectiveness of promotional campaigns and advertising
- To detect, debug and fix crashes in on our website
- To prevent security breaches and abuse



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USE OF COOKIES

We use cookies on our websites for session management and retaining your settings or preferences. We may also use third-party cookies to collect visitor statistics and measure our marketing campaigns. If you would like to reject third-party cookies, please configure your browser's settings accordingly.

CHILDREN'S PRIVACY

There are no guarantees that children cannot access our website without parental consent or notification. Therefore, we require children to include their parents while using the website, and we encourage parents to read this privacy statement before allowing their children to use our website. We will not knowingly collect information from any unsupervised person under the age of 18. If you are under 18 years of age, you must not submit any personal information to us unless you have the consent of, and are being supervised by, a parent or legal guardian.

INTERNATIONAL DATA TRANSFERS

When we do collect personal data, we will never knowingly transfer the data internationally. We have no control over the routing routers our internet service providers utilise and as such, cannot guarantee that your data will not be transferred outside of South African borders.



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THIRD PARTIES

Our applications and services include third-party technology or code, some of which may use your data in different ways. When such third-party technologies use previously collected data, they typically act as data processors for us. When they collect data on their own, they typically act as independent data controllers.

YOUR RIGHTS

You have the right to make a request to access or delete any of your personal data that we might possess. You can make a request by contacting our Data Protection Officer at the address below. You may be required to provide additional information to authenticate your request.

CONTACTS

We are very open about privacy and recognize your trust as a great value. If you have any questions about this statement or any privacy issues, feel free to contact our Data Protection Officer via email at legal@skg.co.za.