



COMPANY POLICY

PRIVACY POLICY

1. Introduction

Olivier Consulting (Pty) Ltd (“Olivier Consulting”, “we”, “us”, or “our”) respects your privacy and is committed to protecting your personal information in accordance with the Protection of Personal Information Act and other applicable South African legislation.

This Privacy Policy explains how we collect, use, disclose, and safeguard personal information when you visit our website or make use of our services.

By using our website, you agree to the terms of this Privacy Policy.

2. Responsible Party

The responsible party for the processing of personal information is:

Olivier Consulting (Pty) Ltd
Company Registration Number: 2019/627525/07
53 Steenbras Street, Gouritsmond, South Africa
Email: admin@olivierconsult.com
Telephone: 021 591 0576

3. Personal Information We Collect

We may collect and process the following personal information:

3.1 Information You Provide

When you interact with our website or contact us, we may collect:

- Name and surname
- Email address
- Telephone number
- Company name
- Financial or business information required to provide services
- Any information submitted through contact forms or email correspondence

3.2 Information Collected Automatically

When visiting our website, certain information may automatically be collected:

- IP address
- Browser type
- Device information
- Pages visited and usage data
- Cookies and website analytics information

4. Purpose of Collecting Personal Information

We collect personal information for the following purposes:

- To provide accounting, payroll, taxation and management services
- To communicate with clients and prospective clients
- To respond to enquiries submitted via our website
- To comply with legal and regulatory obligations
- To improve our website and services
- For internal record keeping and administrative purposes

We only collect personal information that is adequate, relevant, and not excessive for the purpose for which it is processed.

5. Legal Basis for Processing

Personal information is processed based on one or more of the following:

- Your consent
- The performance of a contract
- Compliance with legal obligations
- Legitimate business interests of Olivier Consulting

6. Sharing of Personal Information

We do not sell or rent personal information.

However, we may share personal information with:

- Regulatory authorities such as the South African Revenue Service where required by law
- Professional advisors and auditors
- IT service providers supporting our systems and website
- Third-party service providers assisting in payroll, accounting, or regulatory compliance
- All third parties are required to maintain appropriate confidentiality and security safeguards.

7. Data Security

Olivier Consulting implements appropriate technical and organisational measures to protect personal information against:

- Unauthorised access
- Loss or misuse
- Alteration or destruction

These safeguards include secure systems, restricted access controls, and confidentiality obligations for staff.

8. Data Retention

We retain personal information only for as long as necessary to:

- Fulfil the purposes for which it was collected
- Comply with legal, tax, and accounting requirements
- Resolve disputes and enforce agreements

- Certain financial records may be retained as required by South African law.

9. Cookies

Our website may use cookies to improve user experience and analyse website traffic.

- Cookies may be used to:
- Understand website usage
- Improve functionality
- Store user preferences

Users can configure their browser to refuse cookies, although this may affect website functionality.

10. Your Rights

In terms of the Protection of Personal Information Act, you have the right to:

- Access your personal information
- Request correction or deletion of personal information
- Object to the processing of personal information
- Lodge a complaint with the relevant regulator

Requests may be submitted via our contact details below.

11. Complaints to the Information Regulator

If you believe that your personal information has been processed unlawfully, you may lodge a complaint with:

Information Regulator (South Africa)
Website: <https://www.justice.gov.za/infoereg/>

12. Third-Party Links

Our website may contain links to external websites. Olivier Consulting is not responsible for the privacy practices or content of third-party websites.

13. Updates to This Policy

We may update this Privacy Policy from time to time to reflect legal or operational changes. The updated version will be published on our website with a revised “Last Updated” date.

14. Contact Us

For questions about this Privacy Policy or the processing of personal information, please contact:

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