

Our Organisation Privacy Policy

This privacy policy will explain how our organization uses the personal data we collect from you when you use our website.

Foreword

We at Our Organisation are committed to protecting the information that you share with us and explaining how we collect, process, and share that information online. When you use our services, you're trusting us with your information. We understand this is a big responsibility and work hard to protect your information and keep it secure.

We provide you with insight into the privacy practices employed here at Our Organisation.

Background

This Policy provides an overview of how Our Organisation's information of "data subjects" (hereinafter referred to as "You or your") personal data is collected, handled, and protected. In this policy, "we", "us" and "our" may refer to Our Organisation Inc. or its subsidiaries and affiliates.

Services Provided by Our Organisation

Our Organisation platform is designed to help you consistently with our services. We offer the capacity to provide a platform for all the services required by small and medium enterprises, providing an end-to-end solution enabling businesses.

What data do we collect?

Our Company collects the following data:

- Personal identification information (Name & email address)
- Any other type of personal data collected from auditors for auditing purposes will be obtained with the individual's consent.

How do we collect your data?

You or your employer directly provide Our Company with the data we intend to collect. We collect data and process data when you:

- Register online or avail of our products or services.

Our Company may also receive your data indirectly from the following sources:

- None

How will we use your data?

Our Company collects your data so that we can:

- Provide your service, and manage your account to provide the service.
- Email you with special offers on other products and services we think you might like.

If you agree, Our Company will share your data with our partners who are also an essential part of the service we intend to provide.

How do we store your data?

Our Company securely stores your data on cloud servers. Our Company will keep your PII data for as long as required.

Marketing

Our Company would like to send you information about products and services of ours that we think you might like. If you no longer wish to be contacted for marketing purposes, you can drop us an email.

What are your data protection rights?

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Our Company for copies of your personal data.

The right to rectification – You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete information you believe is incomplete.

The right to erasure – You have the right to request that Our Company erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Our Company's processing of your personal data, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us by writing to privacy@osiansoftware.com

Consent Management

- **Obtaining Consent:**
 - Our privacy policy details transparently the purposes of data processing, the affirmative actions required for consent, and the granularity of choices, ensuring individuals have clear control over their data.
- **Modification of Consent:**
 - Users can conveniently modify consent preferences through accessible settings, with notifications for changes, and comprehensive documentation maintained for all modifications.
- **Withdrawal of Consent:**
 - Clear instructions on withdrawing consent are provided in our privacy policy, ensuring no negative consequences, and a detailed record-keeping process is outlined for transparency and compliance.

Children's Privacy:

The site and our product are not intended for use by children, and Our Company does not knowingly collect personal information from anyone under 13 years of age.

What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

How do we use cookies?

Our Company does not use cookies.

Privacy policies of other websites

Our Company website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 14-Oct-2025

How to contact us?

If you have any questions about Our Company's privacy policy or the data we hold on you or if you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: privacy@osiansoftware.com

ENFORCEMENT

We expect all employees to comply with this policy and any related policies, standards, processes, procedures, and guidelines. Failure and/or refusal to abide by this policy may be deemed a violation. Compliance with the policies will be a matter of periodic review by the Information security officer / Information Security Team. Any employee found to have violated this policy may be subject to disciplinary action, as deemed appropriate by management and Human Resources policies.

- **Monitoring:** The company employs appropriate technology solutions to monitor policy/ procedure compliance.
- **Self-Assessment:** The CEO/CTO/COO are required to conduct self-assessment within their areas of control to verify compliance with this policy/ procedure.

SPECIAL CIRCUMSTANCES AND EXCEPTIONS

All exceptions to this policy/ procedure will require a waiver explicitly approved by one of Our Organisation's CEO/CTO/COO.