

Purposes for which we will use your personal data:

- 1.1.1. We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are, where appropriate, and which exact External Third Parties your personal data is handed to for some reasons.
- 1.1.2. Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

PURPOSE / ACTIVITY	TYPE OF DATA	LAWFUL BASIS FOR PROCESSING INCLUDING BASIS OF LEGITIMATE INTEREST	SPECIFIC EXTERNAL THIRD PARTY TO WHOM THE INFORMATION IS PROVIDED (IF ANY)
To engage with you after you have contacted us requesting an engagement	(a) Identity (b) Contact (c) Marketing and Communications	(a) Express consent (b) Performance of a contract with you (c) Necessary for our legitimate interests (to keep our records updated and to study how engagees use our services, as well as to develop our services and grow our organisation)	<ul style="list-style-type: none"> • South African Civil Aviation Authority (only on request by client) • Zoho CRM services (India) • Microsoft Onedrive, (Washington) • Sharepoint, Outlook (Washington) • Drop Box (California) • WeTransfer (Amsterdam) • AWS cloud services based in California
To provide you with our Services as contracted (to use the Website and the tools thereon, or otherwise)	(a) Identity (b) Contact (c) Financial (d) Transaction (e) Usage (f) Marketing and Communications (g) Profile	(a) Performance of a contract with you (b) Express consent (c) Necessary to comply with a legal obligation (d) Necessary for our legitimate interests (to provide you with the Services you contracted to acquire from us, and to keep our records updated and to study how engagees use our Services)	<ul style="list-style-type: none"> • Microsoft Onedrive, (USA) Sharepoint, Outlook (Washington) • Drop Box (California) • WeTransfer (Amsterdam) • AWS cloud services based in California
To contract with you as a service provider to Orion	(a) Identity (b) Contact (c) Financial (d) Transaction	(a) Performance of a contract with you (b) Express consent (c) Necessary to comply with a legal obligation (d) Necessary for our legitimate interests (to allow you to provide us	<ul style="list-style-type: none"> • 9 Series (India) • AWS cloud services based in California

		with your services, and to keep our records updated and to study how we may use third-party services)	
To allow you to participate in any Orion event	(a) Identity (b) Contact (c) Marketing and Communications	(a) Performance of a contract with you (b) Express consent	<ul style="list-style-type: none"> • Microsoft Teams (Washington) • Zoom (California) • Mailchimp (Atlanta) • Mailer Lite (Vilnius) • AWS cloud services based in California
To provide it to our authorised third-party service providers who need your personal data to provide their private services to you (such as payment gateway providers)	(a) Identity (b) Contact (c) Financial (d) Transaction (e) Profile	(a) Performance of a contract with you (b) Necessary for our legitimate interests (to provide you with the Services you have contracted from the authorised third-party, and to develop our services and grow our organisation) (c) Express consent	<ul style="list-style-type: none"> • Paypal, ABSA, Capitec, FNB, Investec, Standard Bank, Nedbank (South Africa) • AWS cloud services based in California
To process and service your payment for any services rendered by Orion or its service providers To manage payments, fees and charges	(a) Identity (b) Contact (c) Financial (d) Transaction	(a) Performance of a contract with you (b) Necessary for our legitimate interests (to make or receive necessary organisation payments) (c) Express consent	<ul style="list-style-type: none"> • Xero (New Zealand) • Sage (Newcastle, UK) • FNB (South Africa) • AWS cloud services based in California
To manage our relationship with you which may include notifying you about changes to our terms or Privacy Policy or Services	(a) Identity (b) Contact (c) Marketing and Communications	(a) Performance of a contract with you (b) Necessary to comply with a legal obligation (c) Necessary for our legitimate interests (to keep our records updated and to study how engagees use our Services) (d) Express consent	<ul style="list-style-type: none"> • Zoho CRM (India) • Mailchimp (Atlanta) • Mailer Lite (Vilnius) • Microsoft Outlook (Washington) • Zoho Mail (India) • CrossChecks (South Africa) • AWS cloud services based in California
To administer and protect our organisation and our Website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Identity (b) Contact (c) Technical (d) Usage (e) Profile	(a) Necessary for our legitimate interests (for running our organisation, provision of administration and IT services, network security, to prevent fraud and in the context of an organisation restructuring exercise) (b) Necessary to comply with a legal obligation	<ul style="list-style-type: none"> • 9 Series (India) • AWS Cloud Service (California) • Expand (South Africa) • Orion Internal IT (South Africa)

		(c) Express consent	
To deliver relevant Website content and services to you and measure or understand the effectiveness of the information we serve to you	(a) Identity (b) Contact (c) Usage (d) Marketing and Communications (e) Technical (f) Profile	(a) Necessary for our legitimate interests (to study how engagees use our services, to develop them, to grow our organisation and to inform our marketing strategy) (b) Express consent	<ul style="list-style-type: none"> • Zoho CRM (India) • Mailchimp (Atlanta) • Mailer Lite (Vilnius) • Microsoft Outlook (Washington) • Zoho Mail (India) • CrossChecks (South Africa) • AWS cloud services based in California
To use data analytics to improve our Website, Services, engagee relationships and experiences	(a) Technical (b) Usage (c) Identity (d) Profile	(a) Necessary for our legitimate interests (to define types of engagees for our services, to keep our Website updated and relevant, to develop our organisation and to inform our marketing strategy) (b) Express consent	<ul style="list-style-type: none"> • 9 Series (India) • Expand (South Africa) • Google Analytics (California) • AWS cloud services based in California
To provide you with direct and user-specific marketing, make suggestions and recommendations to you about events or services that may be of interest to you	(a) Identity (b) Contact (c) Technical (d) Usage	(a) Necessary for our legitimate interests (to develop our services and grow our organisation) (b) Express consent	<ul style="list-style-type: none"> • Zoho CRM (India) • Mailchimp (Atlanta) • Mailer Lite (Vilnius) • Microsoft Outlook (Washington) • Zoho Mail (India) • CrossChecks (South Africa) • AWS cloud services based in California