

## **Short Privacy Policy**

You can place a version like this on your own Orion Dev Core website and link to it from client pages.

### **Privacy Policy – Orion Dev Core – Automated Business Solutions**

#### **Who we are:**

Orion Dev Core – Automated Business Solutions (“we”, “us”) provides small business automation services, including landing pages, online forms, email and calendar automation, and payment link generation. Temporary address: 26 Vasco Da Gama, Amanzimtoti, 4126, South Africa.

#### **Information we collect:**

When you or our clients use our systems, we may collect:Names and contact details (phone numbers, email addresses, physical addresses).Business information (service descriptions, order details).

Signatures captured via digital signature pads.

Technical data such as date/time stamps and browser/device information.

#### **How we use information:**

We use this information to:

- Capture and manage orders or bookings.
- Send confirmations, reminders, and invoices.
- Create calendar entries.
- Generate payment links via Yoco on behalf of our clients.
- Maintain and improve our services.

#### **Legal basis and POPIA:**

We process personal information as an operator on behalf of our clients, who are the responsible parties in terms of POPIA. We also process some information as a responsible party for our own business (for example, our own client contact records and invoicing).

#### **Sharing and storage:**

We store and process data primarily in Google services (Gmail, Calendar, Sheets, Apps Script).

When payment links are created, relevant information is shared with Yoco to enable secure card payments.

**We do not store card details ourselves; payments are processed by Yoco and the relevant banks.**

We do not sell personal information.

**Security:**

We use reasonable technical and organisational measures to protect personal information, including account-level security, restricted access, and use of reputable third-party platforms.

No system is 100% secure, but we aim to minimise risk.

**Retention:**

We keep personal information for as long as needed to provide services to our clients and to comply with legal and accounting obligations, unless a shorter period is requested and legally allowed.

**Your rights:**

Subject to POPIA, you may request access to, correction of, or deletion of your personal information held by us. You may also object to certain processing.

To exercise these rights, contact us at:

Email: [grahamschubach@yahoo.com](mailto:grahamschubach@yahoo.com)

Address:

26 Vasco Da Gama, Amanzimtoti, 4126, South Africa.

**Updates:**

We may update this policy from time to time. The latest version will always be available on our website.