

THE PRIVACY POLICY



Job Chemwotei
Managing Director

Privacy Policy

Your privacy is important to us. This Privacy Notice explains how we will handle your data when you engage with us through our products and services that we offer.

The Spotfile Records Management Solution respects privacy and is committed to protect the privacy of visitors to this site. **We** seek to employ the best practice when collecting and processing personal data in accordance with Data Protection Act.

This Privacy Notice applies to the processing of personal information by **The Spotfile Records Management Solution** of:

- Customers and prospective customers and their representatives.
- Suppliers and business partners and their representatives.
- Employees.
- Any other person who comes into contact with **The Spotfile Records Management Solution**.

1. Purpose and scope of this Notice

This **Privacy Notice** provides information on the collection, use, storage and sharing (collectively referred to ‘**processing**’ or ‘**process**’) of personal information by **The Spotfile Records Management Solution**.

2. Purpose and legal bases for data collection

We collect personal data in the course of our business to fulfil our contractual obligation. We also collect personal data from our suppliers, vendors and employees. For our clients and prospects, we collect information to enable us market our services, enhance our service delivery, effective communication and for billing purposes.

3. Retention and storage

Personal information is held only as long as is necessary to provide the services to you or as may be required by law. Personal information that you provide to us will be stored electronically on our servers or those of our service providers, as well as in hard copy, with reasonable organization and technical safeguards in place to protect this personal information. However, we do work with third party contractors, some of whom host and operate certain features of the website.

- ❖ We may keep and process some or all of your personal information if and for as long as:
 - We are required or permitted by law or a contract with you to keep it;
 - We need it for lawful purposes related to our functions and activities;
 - We need it for evidentiary purposes; or
 - As stipulated in our policy.
- ❖ To determine the appropriate retention period for personal information, **The Spotfile Records Management Solution** will consider, among other things, the quantity, nature and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means. We will comply with all applicable legal, tax and accounting or other requirements regarding retention of personal information.

4. Governing law

The laws of Kenya shall govern the validity, interpretation, and performance of this privacy notice.

Any decision or declaration that will hold any clause of this notice to be invalid, illegal, unenforceable or in conflict with any of the laws of Kenya shall have no effect on the other clauses of this notice.

5. Consent and opt out

The User hereby consents to the collection and processing of their personal information in accordance with this privacy policy. The User agrees that consent is given voluntarily after reading and understanding this privacy policy. The User is able to withdraw consent at any time and must email the Data Protection Officer through: info@spotfile.com

- ❖ We may send you information about our various services, products or offers that we feel would be of interest to you once you consent. The Document Warehouse Kenya will send you these direct mailings. At any time, you may opt-out of **The Spotfile Records Management Solution** marketing list or update your information.

6. Changes to this Statement

Any changes made on this Privacy Notice in the future will be posted on this page.

7. Data subject's rights

Any information that is provided by the user to us through the website, will be considered

accurate. However, if information provided to us is inaccurate the user has the right to notify us so that we may rectify the mistake. As it is the Data Subjects right to make sure that the personal information that we hold is accurate. A request to rectify errors of personal information may be made to the following email: info@spotfile.com

8. Contact Information

Any queries or concerns about privacy on this website should be sent via email to info@spotfile.com

9. Validity and Document Management

This document is valid as of **30th July 2024**.

NAME: JOB CHEMWOTEI

DESIGNATION: MANAGING DIRECTOR

SIGNATURE: 

THE SPOTFILE RECORDS MANAGEMENT SOLUTION