

**DPIA Document:**

- Lawful collection of data: We will collect personal data (first name, last name, email, phone number, and message) for the purpose of responding to user inquiries and/or comments.
- Data protection principles: We will ensure that personal data is processed lawfully, fairly, and transparently.
- Rights of individuals: Users have the right to access, rectify, or erase their personal data from our website by unsubscribing.
- Data retention: We will retain personal data for a reasonable period, not exceeding 2 years.
- However, should the user want our company to keep their details for a longer period, please let us know by filling provided in our home Portfolio webpage.