

# **DOCU-HUB SERVICES: Full Terms of Service & Data Protection Consent (Version 1.0)**

**Effective Date:** November 22, 2025 **Business Name:** Docu-Hub Services (Laura Clarke, Sole Proprietor)

This Service Agreement governs the relationship between Docu-Hub Services and the Client, affirming strict compliance with the Jamaica Data Protection Act (DPA). By submitting the project request form, the Client confirms they have read, understood, and agreed to these terms.

## **1. Data Processing and DPA Consent (The Law)**

**1.1 Unequivocal Consent:** The Client grants explicit, free, specific, and informed consent for Docu-Hub Services to act as a **data processor** for the personal data provided. This consent is mandatory for service provision.

**1.2 Purpose Limitation:** Data is collected and processed **only** for the explicit purpose of fulfilling the contracted service (e.g., completing a PICA application, submitting a TAJ form, or managing a bank application). Data will not be processed for any secondary marketing or unrelated purposes.

**1.3 Data Collected:** Data may include name, contact information, TRN, Passport/ID numbers, address, and any supporting documentation required for the application process.

**1.4 Data Security:** All client data and records are handled in a secure, password-protected, and encrypted environment.

**1.5 Data Retention:** All personal data necessary for service fulfillment will be securely purged from internal storage systems (e.g., Google Drive) within **90 days** of project completion and payment confirmation, unless legally required to retain by Jamaican statute.

## **2. Service Agreement and Client Responsibility**

**2.1 Scope of Work:** Services are provided on a **project-based, fixed-fee** basis. The agreed-upon service (e.g., MV Renewal, PICA Submission) is final once consented to.

**2.2 Client Accuracy:** The Client is solely responsible for providing Docu-Hub Services with **accurate, genuine, and verified source documentation and information**. Docu-Hub Services guarantees accurate entry and timely submission based on the documents provided by the Client, but assumes no liability for errors originating from incorrect client information.

**2.3 Bearer Authorization:** By submitting data, the Client confirms they are legally authorized to grant Docu-Hub Services (Laura Clarke) access to the required government or financial portal for submission on their behalf.

**2.4 Fee Structure:** All fees are quoted in JMD and are payable via bank transfer. A retainer may be required to commence work.

## **3. Limitation of Liability**

Docu-Hub Services guarantees the accuracy of data entry and timely submission of documents. Liability for administrative error is limited solely to the original service fee paid by the client. Docu-Hub Services is not liable for outcomes resulting from government processing delays or policy changes (e.g., PICA processing times).