

# Data Privacy Policy

Approved by	Signature	Effective Date
Legal and Compliance Team	Official Legal and Compliance Team Approved	03/11/2025

## 1. Introduction

DanfeCorp is committed to protecting and respecting your privacy. This policy explains how we collect, use, disclose, and safeguard your personal data in compliance with applicable data protection laws. Our aim is to ensure transparency and provide individuals with control over their personal information.

## 2. Definitions

Term	Definition
Personal Data	Any information relating to an identified or identifiable natural person (data subject), such as names, addresses, contact details, identifiers, or any other information linked to an individual.
Data Subject	The individual whose personal data is being processed.
Processing	Any operation performed on personal data, including collection, storage, retrieval, alteration, or deletion.
Data Controller	DanfeCorp, which determines the purposes and means of processing personal data.
Data Processor	A third-party entity that processes personal data on behalf of DanfeCorp under a contractual agreement.

### 3. What Personal Data We Collect

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DanfeCorp may collect the following types of personal data:

- **Contact Information:** Full name, email address, phone number, company name, job title.
- **Payment Information:** Credit card details and billing information for customers and partners.
- **User Data:** Information related to interactions with our products and services, including usage logs, user preferences, and IP addresses.
- **Communication Data:** Correspondence with DanfeCorp, including emails, feedback, and customer support inquiries.

### 4. How We Collect Personal Data

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DanfeCorp employs multiple methodologies for collecting personal data through various touchpoints throughout the customer journey. Our primary collection method involves direct acquisition from individuals when they interact with our digital properties or services. This includes data provided during account registration processes, product purchases, newsletter subscriptions, feedback submission forms, customer support interactions, and other direct engagements with our platforms. Additionally, our systems automatically collect certain technical information through the implementation of cookies, web beacons, pixel tags, and similar tracking technologies when users visit our website or utilize our online services. These technologies enable us to analyze user behavior, optimize site performance, and deliver personalized experiences. We may also receive personal data through third-party channels, including our authorized payment processors, marketing partners, advertising networks, and business associates who have obtained appropriate permissions to share such information with us. All data collection activities strictly adhere to applicable data protection regulations, with particular attention to transparency requirements and the legal basis for processing in each jurisdiction where we operate.

### 5. Purposes for Processing Personal Data

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DanfeCorp processes personal data for several purposes, including:

- **Provision of Services:** To deliver and maintain our services, including customer support, billing, and account management.

- **Marketing and Communication:** To send promotional materials, newsletters, and updates related to our products or services (with an option to opt-out).
- **Contractual Obligations:** To fulfill our contractual commitments with customers, vendors, or partners.
- **Legal Compliance:** To meet legal and regulatory requirements, including financial reporting, audits, and anti-money laundering regulations.
- **Security and Fraud Prevention:** To detect, prevent, and mitigate fraud or security risks, ensuring the overall security of our services.

## 6. Legal Basis for Processing

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Under applicable data protection laws, we process personal data based on the following legal grounds:

- **Consent:** Where you have provided explicit consent for specific purposes (e.g., marketing communications).
- **Contractual Necessity:** When processing is necessary for the performance of a contract, such as providing our services.
- **Legal Obligation:** When processing is required to comply with legal obligations (e.g., financial or tax requirements).
- **Legitimate Interests:** When processing is necessary for our legitimate interests, such as enhancing service security and customer experience, provided these interests do not override your rights.

## 7. How We Protect Your Personal Data

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DanfeCorp implements a comprehensive, multi-layered security framework designed to protect personal data throughout its lifecycle within our systems. Our approach combines advanced technical measures with robust organizational safeguards to prevent unauthorized access, disclosure, alteration, and destruction of sensitive information. We employ industry-standard encryption protocols for both data in transit and at rest, ensuring that information remains protected whether it's being transmitted across networks or stored in our databases and backup systems. Our security infrastructure includes sophisticated access control mechanisms that strictly limit data access to authorized personnel based on job responsibilities and the principle of least privilege, with regular permission reviews and updates as roles change. All access attempts are logged and monitored through automated systems that can detect and alert security personnel to unusual or potentially malicious activities. Our commitment to data security extends to regular and rigorous security audits, vulnerability assessments, and penetration testing conducted by both internal teams and independent security specialists to identify and address potential weaknesses before they can be exploited.

These comprehensive protective measures are continuously evaluated and enhanced to adapt to evolving threats and technological advancements, ensuring that our security posture remains robust against emerging risks while maintaining compliance with global security standards and best practices.

## 8. Sharing and Disclosure of Personal Data

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Your personal data may be shared under the following circumstances:

- **Service Providers:** With third-party providers that assist in delivering our services (e.g., cloud hosting, payment processing) under strict data processing agreements.
- **Legal Compliance:** When required by law, regulation, or legal process (e.g., court order or government request).
- **Business Transactions:** In the event of a merger, acquisition, or sale of the business, personal data may be transferred as part of the transaction.

*Note: We do not sell your personal data to third parties.*

## 9. International Data Transfers

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DanfeCorp operates globally, and your personal data may be transferred to and processed in countries other than your own. In such cases, we ensure that appropriate safeguards are in place, such as standard contractual clauses or equivalent mechanisms, to protect your data.

## 10. Your Rights as a Data Subject

Right	Description
Right to Access	Request access to your personal data and receive a copy of the information we hold.
Right to Rectification	Request correction of inaccurate or incomplete personal data.
Right to Erasure ("Right to be Forgotten")	Request deletion of your personal data under certain conditions.
Right to Restriction of Processing	Request limitations on the processing of your personal data.
Right to Data Portability	Request your personal data in a structured, commonly used, machine-readable format for transfer to another data controller.
Right to Object	Object to the processing of your personal data, including processing for direct marketing purposes.
Right to Withdraw Consent	Withdraw your consent for processing at any time, where applicable.

## 11. Data Retention

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Personal data is retained only as long as necessary to fulfill the purposes for which it was collected, unless a longer retention period is required or permitted by law. Once personal data is no longer needed, it will be securely deleted or anonymized.

## 12. Cookies and Tracking Technologies

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We use cookies and similar technologies to enhance your experience on our services. These tools enable us to analyze website traffic, provide personalized content, and track user interactions. You can control cookie usage through your browser settings or our cookie management tools. For additional details, please refer to our [Cookie Policy].

## 13. Contact Information

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If you have any questions, concerns, or requests related to this Data Privacy Policy or wish to exercise your rights under applicable data protection laws, please contact:

**DanfeCorp Data Protection Officer (DPO)**

Email: [privacy@danfecorp.com](mailto:privacy@danfecorp.com)

Address: Kathmandu, Nepal

## 14. Changes to This Privacy Policy

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DanfeCorp reserves the right to update this Data Privacy Policy as needed. Any changes will be posted on our website, and significant updates will be communicated where required. The revised policy will be effective as of the posted date.

This policy document supersedes all previous data privacy guidelines and becomes effective as of the date specified above.