Privacy Policy and Data Handling Agreement

This agreement will be effective from this date (Date of Policy Implementation) _____.

1. Introduction and Legal Context

This Agreement outlines Parsing's commitment to protecting the privacy and personal information of its clients, users, and data . This policy is drafted to comply with the legal framework of South Africa, specifically the Protection of Personal Information Act (POPIA), Act 4 of 2013, and the principles relating to the handling of personal data.

By signing or electronically accepting this Agreement, the Data Subject acknowledges and consents to the processing of their Personal Information as described herein.

2. Definition of Personal Information (PI)

For the purpose of this Agreement, PI includes, but is not limited to:

- Contact Information: Name, surname, physical address and email address.
- Identification Data: ID numbers, Passport numbers, or other unique identifiers (where necessary).
- Contractual Data: Details relating to the service agreement, payment information, and correspondence.
- Statistical Data: Website usage metrics, traffic patterns, device information, and anonymous analytics (distinct from Contact Information).

3. Principles of Data Handling (POPIA Compliance)

Parsing adheres to the eight POPIA conditions for the lawful processing of Personal Information:

- Accountability: Parsing ensures compliance with these conditions.
- Processing Limitation: Processing is done lawfully, without infringement of the Data Subject's privacy.
- Purpose Specification: PI is collected for specified, explicit, and legitimate reasons related to providing web design services.
- Further Processing Limitation: PI will not be processed further in a way incompatible with the initial purpose.
- Information Quality: Parsing takes reasonable steps to ensure PI is accurate and complete.
- Openness: Data Subjects are aware of the PI being collected and the purpose of collection.
- Security Safeguards: PI is protected against loss, damage, unauthorized access, or unlawful processing.
- Data Subject Participation: Data Subjects have the right to access and correct their information.

4. Specific Consent for Contact Information Usage

The Data Subject explicitly agrees and consents to the following specific use of their Contact Information by Parsing:

- Purpose: Parsing is permitted to use the Contact Information (Name, Email Address, Telephone Number, Physical Address) for its own income-generating purposes, including, but not limited to, direct marketing of its services, updates on service offerings, sending invoices, follow-up communications, and managing the client relationship.
- Exclusion of Statistics: Parsing shall not use, sell, or leverage the Data Subject's Statistical Data (including aggregated usage statistics, site traffic, behavior patterns, or device data) for any external marketing, income purposes, or profiling activities without the Data Subject's additional, explicit, and separate written consent.

5. Protection, Encryption, and Non-Disclosure

Parsing commits to the highest standards of data security to protect the Data Subject's PI:

1. Data Protection: Parsing shall implement and maintain robust security measures, including physical, technical, and procedural safeguards, to prevent unauthorized access, disclosure, alteration, or destruction of PI.
2. Encryption: All stored PI will be encrypted using industry-standard protocols to ensure that it cannot be accessed or stolen by unauthorized parties, hackers, or through cyber-attacks.
3. Third-Party Data Sharing: The Data Subject's Personal Information (including Contact Information) will not be sold, rented, leased, or traded to any third-party entities for their independent use.
4. Explicit Consent for Disclosure: Disclosure of PI to third parties (such as sub-contractors or necessary service providers) will only occur with the Data Subject's prior, explicit, and written consent, or when required by South African law.

6. Data Subject Rights (Access and Objection)

In accordance with POPIA, the Data Subject has the right to:

- Access: Request confirmation of whether Parsing holds PI about them, and request access to that information.
- Correction: Request the correction, deletion, or destruction of inaccurate, irrelevant, excessive, or unlawfully obtained PI.
- Objection: Object, on reasonable grounds, to the processing of their PI.
- Withdrawal of Consent: Withdraw the consent granted in Section 4 at any time by providing written notice to Parsing'.

7. Acknowledgment and Agreement

By affixing their signature below, the Data Subject confirms that they have read, understood, and agreed to the terms and conditions outlined in this Privacy Policy and Data Handling Agreement, including the specific consent provided in Section 4.

Data Subject Acceptance:

Name and Surname:_____Signature: _____ Date: _____

Company Representative (Parsing):

Name and Surname:_____ Signature: _____ Date: _____