

Consent form in terms of the Protection of Personal Information (POPI) Act, No. 4 of 2013

POPIA Privacy Policy

Last Updated: 23 May 2024

DGA Softworks (Pty) Ltd ("us", "we", or "our") is committed to protecting the privacy and security of your personal information. This Privacy Policy describes how we collect, use, disclose, and protect personal information obtained from users of our website and services, in accordance with the Protection of Personal Information Act ("POPIA").

Please note that as an existing customer and/or user of DGA Softworks ("the Company"), I/we hereby acknowledge and understand that the Company holds, stores and processes certain personal information supplied by me/us, which personal information includes but is not limited to name, cellphone number, email address, and financial information/banking details where applicable. In terms of POPI, the Company must obtain your consent to continue processing your information.

1. Information We Collect

We collect and process personal information to provide and improve our services. The types of personal information we may collect include:

- Contact Information: such as name, email address, phone number.
- Usage Data: such as browsing history, interactions with our website through website cookies and Google services.
- Any other information you choose to provide in the process of requesting a quote.

2. How We Use Your Information

2.1 The personal information may only be processed if it is adequate, relevant and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPI. The purpose of the processing of information must relate to a service or similar activity provided by the Company and/or fall within the scope for which the personal information was received.

2.2 The Company will collect and process only personal information pertaining to the proper functioning, management and governance of its services and/or within the scope for which the personal information was provided.

We may use your personal information for the following purposes:

- To communicate with you.
- For financial documents like quotes and invoices.
- To provide the relevant services that the Company has been contracted for.
- To comply with legal obligations.

3. Sharing Your Information

3.1 We may share your personal information with:

- Service Providers: to assist with providing our services i.e. hosting.
- Legal Authorities: If required by law.
- Employees of the company: To provide you with the requested services your information may be shared internally with other departments of the company such as accountant and designers to deliver the request services.

3.2 We will not sell, rent, or lease your personal information to third parties.

4. Security of Your Information

We take reasonable measures to protect your personal information from unauthorized access, use, or disclosure.

5. Your Rights as the Client and/or User

5.1 Access your personal information (Your Information is only saved once you complete a quote form which a copy will be emailed to you upon submission).

5.2 Correct any inaccuracies that you have provided.

5.3 Object to the processing of your information.

5.4 Request deletion of your information. Clients and/or users may revoke the consent that has been given in terms of this form at any time. This should be done in writing and addressed to the information officer of the Company, at info@dgasoftworks.co.za.

Revoked consent is not retroactive and will not affect any past or current use of information.

5.5 All the aforesaid information is contained in the Company's policy on the Protection of Personal Information and its privacy statement, being this document and available on the Company's website, and both being available at the Company's offices.

6. Changes to This Privacy Policy and POPI Notice

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on the Company's website.

7. Consent

The user therefore acknowledges that by making use of the website and its service your consent is effective immediately and will remain effective until such consent is withdrawn.

8. Contact Us

If you have any questions about this Privacy Policy, please contact us at info@dgasoftworks.co.za