

DigiShare Records Management
& Web Design Solutions
(PTY) Ltd

Digishare Records Management and
Web Development Solutions (PTY) Ltd
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PRIVACY POLICY

Digishare Records Management (Pty) Ltd is committed to protecting clients and third-party personal information when utilising our website, services or *digitaliseit* platform. This policy serves to enunciate the terms on which our objective are to be met; with regards to the collection, processing, retrieving client and third-party information.

GOVERNING LAW

The governing law which is applied and used to interpret the following clauses, is all law used and applicable in the Republic of South Africa.

DISCLOSURE

- Digishare will not disclose personal information of users that visit our website or use our services.
- With regards to Personal information, we will only disclose such information to third parties when it is required by law, legitimate legal/business interests or to fulfil contractual obligations between us and you, the client.

DIGI●SHARE

RECORDS MANAGEMENT &
WEB DEVELOPMENT SOLUTIONS

- Thus, mandatory disclosure of personal information will take place when required by law in accordance with the relevant legislation¹.

CHILDREN'S PRIVACY

Digishare Records Management does not knowingly collect children's information, unless as third-party information of a client which services children i.e. paediatrician etc. Such information will be treated with utmost sensitivity.

DATA RETENTION

Digishare Records Management may keep information that it acquires through its website for an indefinite period of time. On objection we will only keep the information for the amount of time stipulated by the user or for how long we are lawfully entitled/obliged to do so.

CONSENT

We will only collect client's personal information with their due consent or as we are required by law in compliance with relevant legislation as noted in this Privacy Policy.

MARKETING

Digishare Records Management does market its services to target market institutions. However, the company respects client's decision not to receive any marketing correspondence or communication from us and we respect such resolutions.

DISCLAIMER

¹ PAIA, Act 2 of 2000.

Digishare Records Management does not guarantee that the terms, conditions and stipulations of this privacy policy or any of our policies is without inaccuracies, errors, clerical errors or inconsistencies. As such, we may upon learning of such errors amend our policies in order to ameliorate the quality and legal compliance of our services to the benefit of our clients and the State in instances of the fight against crime and fraud.

S. Mafanya
[Director]