

Prepared For:

ConciseFlow

<https://www.conciseflow.co.za/>



Website Privacy Policy

In accordance with The South African Protection of Personal Information Act, 4 of 2013

17 July 2024

DOCUMENT INFORMATION

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REVIEWS

Reviewer	Position	Date	Version	Change Reference
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VDAC	Consultant	10/07/2024	V0.02	First Draft

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1. Introduction

ConciseFlow respects your privacy, and the protection of your personal information is important to us. We are committed to ensuring the security and protection of the personal information that we collect and process, and to providing a compliant and consistent approach to data protection in accordance with the Protection of Personal Information Act, 4 of 2013 (POPIA) and other applicable laws.

This policy describes how ConciseFlow will collect, use, disclose, and protect your personal information, and your rights in this regard, specifically in relation to the website we operate, with URL <https://www.conciseflow.co.za/>

By using the Site and/or Apps, you consent to the collection, usage, processing, and storage of personal information in accordance with this Privacy Statement and applicable laws.

At ConciseFlow, we are passionate about delivering tailored HR solutions that enable the implementation of business and people strategies. Our HR management systems automate processes supporting the employee journey. ConciseFlow is committed to compliance with the Protection of Personal Information Act (POPI Act) and ensuring that the Personal Information (PI) collected via our company website is used appropriately, securely, and in accordance with applicable laws.

2. Personal Information Collected

We will only collect personal information that is necessary for the purposes outlined in this policy.

We may collect and process the following types of personal information:

a) Personal Information:

- Name
- Email address
- Phone number
- Company name
- Job title
- Organization name
- Number of employees/headcounts in your organization
- How you discovered ConciseFlow



b) Technical Data:

- IP address
- Browser type and version
- Time zone setting
- Browser plug-in types and versions
- Operating system and platform

c) Usage Data:

- Information about how you use our website, products, and services

3. Retention of Personal Information

Personal information will be retained only for as long as necessary to fulfill the purposes outlined in this policy or as required by law.

4. Your Consent

By using the Site and/or Apps, you consent to the collection, usage, processing, and storage of personal information in accordance with this Privacy Statement and applicable laws. If we need to use your personal information for any new purpose, we will seek your explicit consent.

Where you provide personal information of someone else to us on the Site and/or the Apps, or in any other manner or on any other platform, you agree that you have obtained the necessary consent of those people/businesses/entities to share that information with us.

5. Personally Identifiable Information Security

We are committed to ensuring that your Personal Information (PI) is secure and protected from unauthorized access and use. We implement appropriate technical and organizational measures to protect the PI we hold, including encryption, access controls, and regular security assessments.



6. Your Rights

We will process and use your Personal Information (PI) solely for the specific purpose for which it was collected. We will not sell, distribute, or lease your PI (collected via our Website Form or Cookies) to third parties unless we have your explicit permission or are required to do so by law, subpoena, court order, or legal process, or to protect and defend our rights or property.

You may choose to restrict or withdraw your consent to the processing and use of your PI. You can delete, disable, or block cookies through your web browser; however, please note that this may limit certain features on our Site. You have the right to request that we update, correct, or delete your PI. If you believe that any PI we hold about you is incorrect or incomplete, please inform us as soon as possible so that we can promptly correct it.

7. Cookies

We use cookies to collect information that helps us recognize if you have visited our website before, facilitate your ongoing access and use of the site, and track usage behavior to compile aggregate data for improving website functionality and user experience. The types of cookies we use include essential cookies, performance cookies, and functional cookies. You can manage your cookie preferences through your browser settings. While most web browsers automatically accept cookies, you can typically modify your browser settings to decline cookies if you prefer.

We use cookies to collect information that helps us recognize if you have visited our website before, facilitate your ongoing access and use of the site, and track usage behavior to compile aggregate data for improving website functionality and user experience.

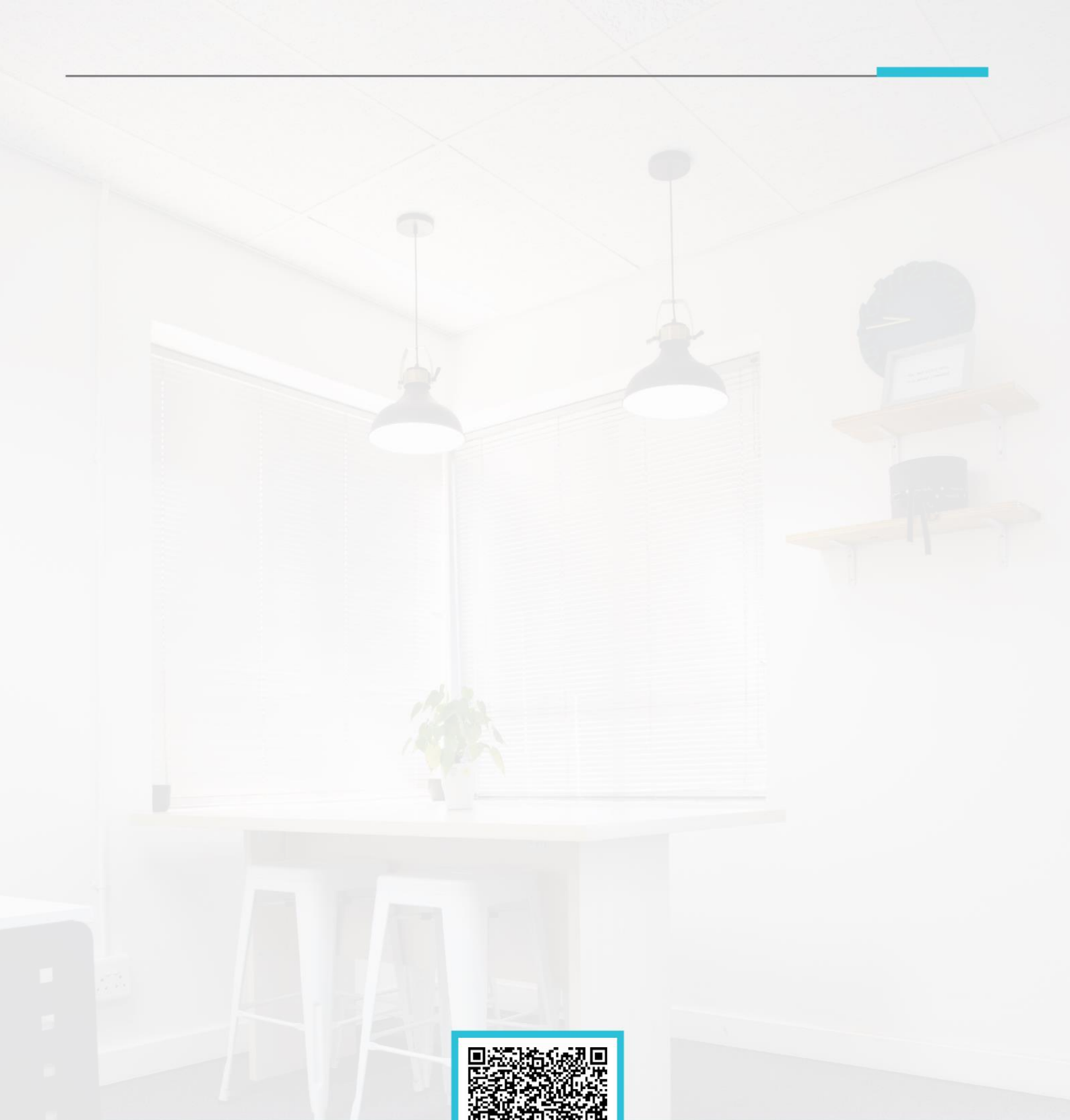
If you choose to disable cookies by adjusting your browser settings, please note that some parts of our website may become inaccessible or may not function properly.

By continuing to use our website without disabling cookies, you consent to our use of any personal information collected through these cookies.

8. Contact Information

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