



# Sagittariidae Designs

[www.sagittariidae.com](http://www.sagittariidae.com)

## Protection of Personal Information Act (POPIA) Compliance Document

### 1. Introduction

Sagittariidae Designs (“we”, “our”, “us”) is committed to protecting the personal information of our clients, visitors, and users in accordance with the Protection of Personal Information Act (POPIA). This Privacy Policy explains how we collect, use, store, and protect your personal information when you interact with our website and services.

### 2. Information We Collect

We may collect the following personal information:

- Full name and contact details (email address, phone number, business name)
- Billing and payment details (where applicable)
- Website usage data (IP address, browser type, interaction data)
- Any personal information voluntarily provided via contact forms or email

### 3. Purpose of Collection

We process your personal information for the following purposes:

- To provide website design, hosting, and related services
- To respond to enquiries and support requests
- For billing, invoicing, and account management
- To send service updates, proposals, or marketing communications (with consent)
- To improve website functionality and user experience

### 4. Data Storage and Security

- Personal information is stored securely and only accessed by authorized personnel.
- We use appropriate technical and organizational measures to protect against unauthorized access, alteration, or disclosure.
- Information will not be kept longer than is necessary for the purposes outlined.

### 5. Sharing of Information

We will not sell or disclose your personal information to third parties, except:

- When required by law or regulatory authorities
- When necessary to provide services (e.g., hosting providers, email service providers) under strict confidentiality agreements





## Sagittariidae Designs

www.sagittariidae.com

### Protection of Personal Information Act (POPIA) Compliance Document

#### 6. Your Rights Under POPIA

You have the right to:

- Access the personal information we hold about you
- Request corrections or updates to your personal information
- Object to the processing of your personal information
- Withdraw consent for marketing communications
- Lodge a complaint with the Information Regulator of South Africa

#### 7. Cookies and Website Tracking

- Our website may use cookies or analytics tools to improve user experience and track performance.
- You can manage or disable cookies through your browser settings.

#### 8. Contact Us

If you have any questions regarding this Privacy Policy or how your personal information is processed, please contact:

Sagittariidae Designs

✉ Email: [eugene@sagittariidaedesigns.com](mailto:eugene@sagittariidaedesigns.com)

📍 Location: Secunda, Mpumalanga, South Africa