



WEBSITE DATA PRIVACY POLICY

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Rev. No	000
Approved by	Managing Director
Effective Date	1st Dec 2023

Purpose: This website privacy notice sets out the guidelines on how data collected through Smart Printers Ltd website is processed, thereby ensuring compliance with the data protection laws.

1.0. Introduction

Smart Printers Ltd is committed to lawful processing of personal data received through this website. We encourage you to go through this privacy notice highlighting the controls we have in place to ensure that your data is processed as per the provisions of the Data Protection Act and the General Data Protection Regulations.

1.1. What Data do we collect on our Website?

. This website may collect the following data:

1. Personal identification data that you directly provide when making an inquiry. E.g. Name, contact details and any other relevant information depending on the context.
 2. Data generated by your activity: i.e. Log information such as Internet protocol (IP) address, the time/date/duration of your visit, and other similar information and parameters related to your operating system and computer environment.
- Personal Data relating to children- This website is intended for use by those over 18years. We do not knowingly solicit or collect personal information from children under the age of 18.

2.1. How do we collect and process your data?

We collect data and process data when you:

- Voluntarily complete a survey or provide feedback on any of our message boards or via email, call number, WhatsApp, chats.
- Use or view our website via your browser's cookies.
- Register for events, subscribe to newsletters or make a purchase.

3.0. Links to other websites

Our website contains links to our social media platforms such as Facebook, Instagram, and Twitter. *This Privacy Notice applies only to our website. For information on third party sites kindly refer to their respective data protection policies.*

4.0. How do we use cookies?

This website uses cookies to collect information about; i) your visit to our website ii) the content you viewed, the links you followed, and iii) may also include information about your browser, device, and your IP address.

5.0. How we Safe guard your personal data.

Smart Printers Ltd has implemented commercially reasonable controls and appropriate technical and organizational measures to protect Personal Data, as well as to maintain the security of our information and information systems in respect of Personal Data.

All files are protected with safeguards according to the sensitivity of the information contained therein. Appropriate controls (such as restricted access) are placed on our computer systems and used where appropriate. Reasonable measures are taken to ensure physical access to Personal Data is limited to authorized employees.

6.0. How do we store your data?

Only personal data, which is sent from the accessing browser to our server, is stored. We do not keep your personal information for longer than necessary for the purposes for which we collected it.

Smart Printers Ltd securely stores your data on highly secured server domains. Your data will not be published for general access.

Smart Printers Ltd will take reasonable steps using appropriate technical methods in the circumstances to delete or destroy your Personal Data when we no longer have a legal basis to retain it or to ensure that the information is anonymized or irrecoverable.

7.0. Changes to our Privacy Notice

We will revise or update this Notice if our practices change, or as we develop better ways to keep you informed about them. Please refer back to this page often for the latest information and the effective date of any changes.

9.0 How to contact us

If you have any questions about Our Company's privacy policy, or you would like to exercise your data protection rights as a data subject, please do not hesitate to contact us.

Email us at: info@smartprinters.co.ke.....