



PRIVACY POLICY

Digitise Lab Privacy Policy

We respect your privacy and take the protection of your personal information seriously. This policy explains what we collect, how we use it, and how we protect it.

Information we collect.

We may collect the following:

- Name and surname
- Email address
- Contact number
- Company details
- Any information submitted through forms
- Training materials or documents you provide for digitisation

How we use your information

We use your information to:

- Respond to enquiries
- Provide quotes and proposals
- Deliver our digitisation services
- Communicate with you about your project
- Improve our services

We do not sell or share your personal information with third parties for marketing purposes.

Handling of training materials

Any training material, documents, or content you provide remains your intellectual property. We use this material only for the purpose of delivering the agreed service. We do not copy, reuse, distribute, or resell your content.

Storage and security

We take reasonable steps to protect your information and files from unauthorised access, loss, or misuse.

While we apply security measures, no system is completely secure. By using our services, you accept this risk.

POPIA compliance

We process personal information in line with the Protection of Personal Information Act (POPIA) in South Africa.

We only collect information that is necessary and use it responsibly.

Your rights

You have the right to:

- Request access to your personal information
- Request correction or deletion of your information
- Withdraw consent where applicable

To request this, contact us using the details below.

Contact

If you have any questions about this policy or how your data is handled, contact us at: megan@qh.co.za