

## **Data Privacy Disclaimer**

**Last updated:** May 14<sup>th</sup>, 2025.

Data Privacy Disclaimer:

1. **Data Collection:**  
We collect and process user data, including Identity and authentication data Usage logs and activity telemetry Communication and file metadata (not content).
2. **Purpose of Use Data is used solely for:**  
Business operations Regulatory compliance (e.g. HSE reporting) IT security and system optimization.
3. **Data Protection & Cross-Border Compliance:**  
Our data practices comply with UK GDPR, EU GDPR, and applicable African data protection laws (including POPIA and NDPR). Data may be processed in Microsoft data centres globally with safeguards under Standard Contractual Clauses (SCCs) and Data Processing Addenda (DPA) in place.
4. **User Rights:**  
You have the right to: Access and correct your personal data Request data deletion or restriction File a complaint with a data protection authority.
5. **Third-Party Access:**  
We do not sell personal data. External access (e.g. regulators, legal obligations) is governed by strict contractual controls.