

PRIVACY POLICY

THIS POLICY WILL BE UPDATED AS AND WHEN WE ADAPT OR EXPAND OUR SERVICE OFFERING

Last updated: 2020.05.01

1. INTRODUCTION

Please read this policy carefully and contact the website owner with any questions or concerns about our privacy practices.

Privacy matters to us because we value the integrity of our own identities, and we know you do too.

2. WHO ARE WE?

Just eImagine is a website that represents a Sole Trader who may be contacted at the email address: eemagine@gmail.com, or by using the contact form on the site. *Just eImagine* is operated from and administered in South Africa.

3. WHAT INFORMATION DO WE COLLECT?

We collect names and e-mail addresses of those who voluntarily subscribe to receive our emails.

If you decide to purchase our editing services or proofreading services we may ask you to provide us with your billing address for accounting purposes and additional information such as, but not limited to, your Skype address, for communication purposes.

Payment for our services is usually conducted through the third party provider, PayPal. We will not at any time have access to the payment information you give to PayPal, and we will therefore not at any time be able to store or make use of it.

If payment for services is made by direct deposit or EFT, *Just eImagine* will, by the nature of the payment method, have no access to any of the depositor's banking details.

For us to provide you with any of our services, we will require access to some of your intellectual property, which may contain personal information.

4. HOW DO WE USE PERSONAL INFORMATION?

We may use your personal information for one or more of the following purposes:

- personalisation of content and user experience

- delivering marketing and events communications
- carrying out polls and surveys
- providing services
- improving services
- billing for services

5. WHAT LEGAL BASIS DO WE HAVE FOR PROCESSING YOUR PERSONAL INFORMATION?

Concerning our communication with you, we rely on consent as the relevant processing condition. Subscribing to our email database is a voluntary process and implies consent, as is the signing of any service contract in which additional personal information is asked for. Under the terms of your contract, you will grant us temporary access to some of your intellectual property, which may contain personal information. The providing of this intellectual property implies consent to our possession thereof.

With regard to providing our services, we rely on contract as the relevant processing condition. In submitting the personal information needed for us to provide you with a service, you will sign a contract that safeguards the use of that information.

6. WHEN DO WE SHARE PERSONAL INFORMATION?

We treat your personal information confidentially and will never disclose it for any reason with any third party at any time. This includes any intellectual property you have lent us for the purposes of rendering you a service.

7. HOW DO WE SECURE PERSONAL DATA?

We take all reasonable precautions to protect personal data, including electronic firewalls, password protection, and limited access. Our records are backed up against accidental loss.

8. FOR HOW LONG DO WE KEEP YOUR PERSONAL DATA?

If you have subscribed to our email database, we will keep your name and email address to communicate with you until you tell us not to by unsubscribing from our database, or by emailing us with a request to unsubscribe you.

If you have entered into a contract with us, we will keep the relevant personal information until you terminate that contract, or until the services agreed on have been delivered and paid for, in accordance with South African law.

If you have given us temporary access to intellectual property which contains personal information, any hard copy information will be returned to you on completion or termination of your contract, and all electronic versions of it will be permanently deleted from our database unless you have agreed in writing that we may retain it.

If you have made any payment against a contract, by South African law we are required to keep your billing information for a period of seven (7) years for tax and administration purposes. At the end of that time, your related personal information will be permanently deleted from our database unless your account with us remains active.

9. HOW CAN YOU ACCESS AND CONTROL YOUR PERSONAL DATA?

Access to personal information:

If you wish to know what personal information relating to you we have on our database, contact the website owner who will send you a list of that information.

Updating personal information:

Contact the website owner with the changes you wish to make. You will receive written confirmation that these changes have been made.

Deleting personal information:

If you would like us to delete any of your personal information, you may do one or both of the following:

unsubscribe from our email database by using the unsubscribe link on our emails, or by sending an email to the website owner with a request to remove your personal information from our database.

Exception:

Note that if you have paid for the provision of any of our services we are required by South African law to keep your records for a period of seven (7) years for tax and administration purposes, only after which that information will be permanently deleted from our database.

10. LINKS TO OTHER WEBSITES OR THIRD PARTY CONTENT

If Just *eImagine* provides links to external websites or resources, this does not mean that we endorse the privacy policies of those entities or the manner in which they make use of personal information. This includes PayPal.

If Just *eImagine* endorses a third party's goods or services, this does not mean that we endorse the privacy policies of that entity or the manner in which they make use of personal information.

We do not take responsibility for any information you submit to any entities other than Just *eImagine*. We, therefore, recommend that you read their privacy policies carefully before providing them with any personal information.

11. HOW DO YOU CONTACT US?

If you have questions or concerns about your privacy practices, your personal information, or if you wish to file a complaint, contact the website owner at the email address: justmagine.biz@gmail.com, or send an email using the contact form on the website.