

Vesta Dappa Compliance Document

Privacy Policy

1. Introduction

At Vesta Dappa, we are committed to protecting your personal information and ensuring your privacy is respected in accordance with the Protection of Personal Information Act (POPIA) of South Africa. This Privacy Policy explains how we collect, use, and safeguard your personal information when you use our services for video rendering, editing, 3D animation, website designs and logo design.

2. Information We Collect

We may collect the following types of personal information:

- Your name and contact details (e.g., email address, phone number).
- Billing information if you purchase our services.
- Files you upload for our services, which may contain personal information.

3. How We Use Your Information

We use your personal information for:

- Providing our services (e.g., processing your files for rendering, editing, animation, or creating designs).
- Communicating with you about your orders, invoices, and other related matters.
- Improving our services and for internal operations.

We do not sell your personal information to any third parties. Any sharing with third parties requires your consent or is necessary for service provision (e.g., payment processing).

4. Data Retention

We retain your personal information only for as long as necessary to fulfill the purposes for which it was collected or as required by law. After that, we securely delete or anonymize the data.

5. Data Security

We implement industry-standard security measures, including firewalls and encryption (such as SFTP/FTPS for file transfers), to protect your data from unauthorized access, loss, or alteration.

6. International Transfers

Your personal information may be transferred to and processed on our own servers located outside South Africa. We ensure that any such transfers comply with POPIA or other applicable data protection standards, providing an equivalent level of protection. By using our services, you consent to these potential transfers.

7. Your Rights

Under POPIA, you have the following rights:

- To be informed about how we process your data.
- To access your personal information.
- To rectify incorrect data.
- To delete or destroy your personal information.
- To object to certain processing activities.

To exercise these rights, contact our Information Officer.

8. Contact Us

For inquiries or to exercise your rights, contact:

- **Information Officer:** Mr M Ngwenya
- **Email:** info@digitaldappa.co.za

9. Updates to this Policy

We may update this Privacy Policy periodically. Changes will be posted on our website, and significant changes may be communicated directly to you.

10. Transparency Commitment

We are committed to transparency in our data processing practices. Upon request, we will provide information about how your data is processed. We do not sell your data to any third parties and use it only for the purposes outlined in this policy.

Terms and Conditions

1. Acceptance of Terms

By using our services, you agree to be bound by these Terms and Conditions.

2. Services Provided

Vesta Dappa provides video rendering, editing, 3D animation, and logo & WEB designs services. Specific services will be detailed in your order or agreement with us.

3. Payment Terms

Payment must be made in advance or as agreed in writing. Late payments may incur additional fees.

4. Intellectual Property

All intellectual property rights in the work produced by Vesta Dappa remain with us until full payment is received, after which they are transferred to the client.

5. Data Protection

We are committed to protecting your personal information in accordance with POPIA and our Privacy Policy. We do not sell your data to any third parties. See our Privacy Policy for details.

6. Liability

Vesta Dappa shall not be liable for any indirect, incidental, special, or consequential damages arising from the use of our services, to the extent permitted by law.

7. Termination

We may terminate or suspend your access to our services immediately, without prior notice, for breaches of these Terms and Conditions.

8. Governing Law

These Terms and Conditions are governed by the laws of South Africa.

9. Transparency

We are committed to transparency. Upon request, we will provide information about how your data is processed and ensure it is handled securely and lawfully.

Internal Data Protection Policy

1. Purpose

This policy outlines procedures to ensure Vesta Dappa complies with POPIA when handling personal information.

2. Scope

This policy applies to all employees, contractors, and third parties handling personal information on behalf of Vesta Dappa.

3. Responsibilities

- **Information Officer:** Mr.M Ngwenya oversees POPIA compliance, including responding to data subject requests and ensuring data security.
- **Employees:** Must handle personal information lawfully and securely, following this policy and training provided.

4. Data Collection and Processing

- Personal information is collected only for specified, explicit, and legitimate purposes.
- Consent must be obtained from data subjects unless an exception applies under POPIA.
- Data is processed lawfully, securely, and only for the intended purposes.

5. Data Security

- All personal information is stored securely using encryption and access controls.
- Firewalls and secure file transfer protocols (e.g., SFTP/FTPS) are used for data transmission.
- Regular security audits and risk assessments are conducted.

6. Data Subject Rights

- Data subjects are informed of their rights under POPIA (e.g., access, correction, deletion).
- Requests from data subjects are handled promptly and in accordance with POPIA.

7. Training

- All employees receive training on POPIA and data protection best practices.
- Training records are maintained.

8. Breach Notification

- In the event of a data breach, the Information Officer must be notified immediately.
- Affected data subjects and the Information Regulator are informed as required by POPIA.

9. Review

This policy is reviewed annually or when significant changes occur in operations or legal requirements.

CERTIFIED & APPROVED BY :



INFORMATION REGULATOR (SOUTH AFRICA)

Ensuring protection of your personal information
and effective access to information

INFORMATION OFFICER REGISTRATION CERTIFICATE

Issued by the Information Regulator on 15/07/2025 at 18:44:39

ORGANISATION DETAILS

Organisation Name **VESTADAPPA**

Regulator Registration Number **2025-057728**

Regulator Registration Date **2025-07-15**

Organisation Type **PRIVATE ORGANISATION**

Private Organisation Type **PRIVATE COMPANY [(PTY) LTD]**

Public Organisation Type

INFORMATION OFFICER DETAILS

Full Name	Type	Appointment Date
NGWENYA, MENGEZI	Information Officer	2025-07-15



Mr. M Mosala

Chief Executive Officer: Information Regulator