

Client Data Management

ZAWebs provides Internet Services to its customers, in both the corporate and home market.

ZAWebs supports the constitutional right of our clients and deal with client information in terms of the following legislation.

- Protection of Personal Information Act No. 4 of 2013
- Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

We are committed to protect the confidentiality we owe third parties in accordance with the principles of South African law.

The Information we Collect.

ZAWebs do not process data for commercial purposes but only utilise client information for in-house operational, business purposes.

This is restricted to the following:

- **Client contact details** used for billing, domain registration and client communication purposes – this is restricted to one or two representatives of a client and the information is supplied directly to ourselves by the client.

This consists of the following:

- Name
- Business Name
- Phone

- Address
 - Email Address
 - Web Address
 - VAT number where applicable
- **Client transactional records** of payments made for services rendered.
 - **Client employee Information** used to set up email accounts.
This consists of the following:

- Email address and email password

This data is stored on secure servers protected by passwords. Access is restricted to in-house staff assigned to perform operational functions such as billing and email support. Staff are also required to sign non disclosure agreements.

Data is updated as and when requested by our clients. Clients are also requested during our written communications to verify their information.

- We do not collect personal data of the clients of clients
- We do not collect information of children

We do not share the personal information of clients with any other parties except where necessary to perform the services requested by a client such as the registration of domains. Registration is done through the following third parties :

ZA Central Registry NPC – Their Privacy Policy is available [here](#)

This consists of the following:

- Contact Name
- Business Name
- Phone
- Address
- Email Address
- Web Address

When requested by clients websites that we design can be linked to other parties such as Google. In this regard we only share the following client information:

- Web Address
- Email Address where email reports are required by the client

Our Business Information

ZAWebs cc, ZAWebHosts cc and ZAWeb Designs cc which are referred to both individually and collectively as ZAWebs.

Tel : (041) 379 1052

Email : admin@zawebs.com

Web : www.zawebs.com

Physical address

12 Monmouth Road

Sherwood

Port Elizabeth

6025