# Privacy Policy

Effective Date: [Insert Date]

Last Updated: [Insert Date]

Website: [Insert Website URL]

## 1. Introduction

[Your Company Name] (“we,” “our,” or “us”) is committed to protecting your privacy and personal data. This Privacy Policy outlines how we collect, use, and safeguard your information when you visit [Website URL]. By using this website, you consent to the collection and processing of your personal data as outlined in this policy.

## 2. Information We Collect

We may collect the following types of personal data:

(a) Information You Provide Directly

- Name  
- Email Address  
- Phone Number  
- Physical Address  
- Payment Information (if applicable)  
- Any other information you provide when filling out forms or contacting us

(b) Information Collected Automatically

- IP Address  
- Browser Type  
- Device Information  
- Website Usage Data (via cookies and analytics tools)

(c) Cookies and Tracking Technologies

We use cookies to enhance your experience. You may disable cookies in your browser settings, but this may affect website functionality.

## 3. How We Use Your Information

We collect your data for the following purposes:

✔ To provide and improve our services  
✔ To communicate with you (e.g., responding to inquiries)  
✔ To process transactions (if applicable)  
✔ To comply with legal and regulatory requirements  
✔ To analyze website traffic and improve user experience

## 4. How We Share Your Information

We do not sell or rent your personal data. However, we may share it with:

✔ Third-party service providers (e.g., payment processors, email services)  
✔ Regulatory authorities (if required by law)  
✔ Business partners (only with your consent)

## 5. Data Security

We implement reasonable security measures to protect your personal data from unauthorized access, disclosure, or alteration. However, no online platform is completely secure, and we cannot guarantee absolute security.

## 6. Your Rights Under the Data Protection Act, 2019

As a data subject in Kenya, you have the following rights:

✔ Right to access – Request details of your personal data.  
✔ Right to rectification – Correct inaccurate or incomplete data.  
✔ Right to deletion – Request the deletion of your data.  
✔ Right to restrict processing – Limit how we use your data.  
✔ Right to object – Withdraw consent for data processing.  
To exercise these rights, contact us at [Insert Contact Email].

## 7. Retention of Data

We retain your data only as long as necessary for the purposes stated in this policy or as required by law.

## 8. Third-Party Links

Our website may contain links to third-party sites. We are not responsible for their privacy practices. Please review their policies before providing personal information.

## 9. Updates to This Policy

We may update this Privacy Policy periodically. Changes will be posted on this page with a revised effective date.

## 10. Contact Us

If you have any questions or concerns about this Privacy Policy, please contact us at:

Company Name: [Your Company Name]  
Email: [Your Email Address]  
Phone: [Your Phone Number]  
Address: [Your Physical Address]