

Data Privacy Policy

Legal Disclaimer/Personal Data Protection

Agile Business Solutions Limited is the trading name of Agile Business Solutions. With company registration number: [CPR/2013/100836] ("Agile Business Solutions Limited").

This policy sets out how Agile Business Solutions Limited collects, uses and discloses your personal information that we collect (i) from you and/or (ii) from our clients when we act as data intermediary (as defined in the General Data Protection Regulation, as the same may be amended from time to time ("GDPR")) for our clients in the performance of our services for our clients; as well as the security measures we take to protect your personal information. This policy is drawn up to meet the requirements of GDPR's laws. Please be advised that from time to time, we may update this policy especially to reflect any changes in the laws and hence if you wish to be informed of how we are protecting your personal information at any particular point in time, please review this policy at that time.

How we collect your personal information?

All the personal information we collect about you comes from you and/or from our clients when they place a request with us for the use of our services. We may also collect personal data of employees and/or candidates of our customers ONLY if our customers require us to receive the personal data from the relevant employee and/or candidate direct.

What personal information do we collect?

We may need to collect personal information about you when you register with us and/or place a request with us for the use of our services. If you wish to register with us and/or place a request for the use of services, regretfully, we would not be able to proceed with your registration or process your request without you furnishing to us the personal information required.

If you voluntarily complete surveys, provide feedback, participate in any competitions run by Agile Business Solutions Limited, participate in promotional events which Agile Business Solutions Limited is participating in or organising, we may also collect personal information about you with your consent for the purposes made known to you at the time of collecting that personal information from you.

Use of your personal information

We may collect your personal information to verify your request, to deliver the reports or other materials as result of the services you have requested from us and to manage your account with us. With your consent, we may also contact you by voice call, SMS/MMS and/or email about offers or other information relating to existing and/or new services which may be of interest to you, to conduct research about your opinion of our services, to conduct surveys, to invite you for promotional events which Agile Business Solutions Limited is participating in or organising.

Agile Business Solutions Limited does not rent, lease or sell to any third party its client list or any personal information it receives as a result of any service contracts it enters into with its clients.

Agile Business Solutions Limited may share your personal information with trusted third party service providers or relevant local authority and/or relevant local entity (that provides the relevant information in connection with the provision of part or all of the required screening

services) to provide some or all of any required screening services, client support, to contact you for the purposes you have consented to and to help us with our website or system operations. The third party service providers whom we engage by contract as our data processors will be contractually prohibited from using your personal information except to provide the required services to Agile Business Solutions Limited and they are required by contract to maintain the confidentiality and security of your personal information.

Security of your personal information

Agile Business Solutions Limited uses reasonable precautions to protect your personal information and store it securely including restricting access to your personal information. You should be aware however, that Agile Business Solutions Limited cannot guarantee security as no method of transmission over the internet or method of electronic storage is completely secure. The third party service providers that Agile Business Solutions Limited engages by contract as our data processors will also be contractually required to maintain the confidentiality and security of your personal data in line with the requirements of the Kenya personal data protections laws.

Agile Business Solutions Limited will not share your personal information with third parties other than those mentioned above except if required by law or a court request to do so.

Transfer of personal data outside Kenya

Where Agile Business Solutions Limited transfers your personal information to countries outside Kenya, Agile Business Solutions Limited will take reasonable steps to ensure that appropriate levels of protection necessary to maintain the security of your personal information are required of the transferee and that any personal information is transferred and processed only in accordance with the requirements of the GDPR and any other applicable law.

Do Not Call Provisions

Agile Business Solutions Limited will not send you any telemarketing messages or make any marketing calls to you if you have registered your Kenya telephone number with the respective DNC registers unless you have furnished us with your express consent to do so and/or unless it is business number.

Other websites

The Agile Business Solutions Limited website/system may contain hyperlinks to other websites from time to time and the personal data protection and privacy practices and policies of these websites may differ from those of Agile Business Solutions Limited. Agile Business Solutions Limited does not accept any responsibility or liability for such other practices and policies and recommends that you consult the privacy notices of those websites before you submit any personal information to any of those websites.

Contact us

Please contact us if you have any questions about this privacy policy or about information we hold about you.

As indicated above, the handling of certain personal information may be necessary to maintain your registration with us and/or for processing requests relating to the use of services from us.

Except for personal information that Agile Business Solutions Limited received consequent upon the relevant contracts with our clients to provide screening services, in which case the data subject must contact the relevant client direct to amend any earlier consent the data subject has given, to check and/or to correct his/her personal data:

- i. You may at any time contact us to withdraw consents given for the collection, use and/or disclosure of your personal data and we may advise you of the consequences of such withdrawal of consent(s), if any; and
- ii. You may contact us if you wish to inform us of any changes to your personal information, check on the accuracy of the personal information we hold about you and request that corrections be made to such information - at no cost to you.

You may contact our Data Protection Officer for any of the reasons stated above at

Tel: [+254 733 290655] or at Email: [support@agilebiz.co.ke].