

# Atolla Studios (PTY) Ltd POPIA Compliance Document

## 1. Introduction

Atolla Studios (PTY) Ltd is committed to protecting the privacy and personal information of its clients, employees, and partners. This document outlines the policies and procedures that Atolla Studios adheres to in order to comply with the Protection of Personal Information Act (POPIA) of South Africa.

## 2. Purpose

The purpose of this document is to provide a clear understanding of how Atolla Studios (PTY) Ltd collects, uses, stores, and protects personal information in compliance with POPIA.

## 3. Definitions

- **Personal Information:** Information relating to an identifiable, living natural person, and where applicable, an identifiable, existing juristic person.
- **Data Subject:** The person to whom personal information relates.
- **Processing:** Any operation or activity concerning personal information, including collection, storage, modification, and dissemination.

## 4. Collection of Personal Information

Atolla Studios (PTY) Ltd collects personal information for various purposes, including:

- Providing design services to clients.
- Managing employee records.
- Conducting marketing and promotional activities.
- Complying with legal and regulatory requirements.

## 5. Types of Personal Information Collected

The types of personal information collected by Atolla Studios (PTY) Ltd may include:

- Names and contact details (e.g., email addresses, phone numbers).
- Employment details (e.g., job titles, work history).
- Payment information (e.g., bank account details).
- Usage data (e.g., website usage, IP addresses).

## 6. Consent

Atolla Studios (PTY) Ltd will obtain explicit consent from data subjects before collecting, using, or disclosing their personal information, unless otherwise required by law. Data subjects have the right to withdraw their consent at any time.

## 7. Use of Personal Information

Personal information collected by Atolla Studios (PTY) Ltd will be used for the purposes for which it was collected and agreed upon with the data subject. This may include:

- Delivering design services and products.
- Communicating with clients and stakeholders.
- Improving our services and offerings.
- Meeting contractual and legal obligations.

## 8. Sharing of Personal Information

Atolla Studios (PTY) Ltd may share personal information with third parties under the following circumstances:

- With service providers who perform services on our behalf.
- When required by law or to protect the rights, property, or safety of Atolla Studios (PTY) Ltd, our clients, or others.
- With consent from the data subject.

## 9. Data Security

Atolla Studios (PTY) Ltd implements appropriate technical and organizational measures to protect personal information against accidental or unlawful destruction, loss, alteration, unauthorized disclosure, or access. These measures include:

- Secure storage of personal information.
- Encryption of sensitive data.
- Access controls and authentication mechanisms.
- Regular security audits and assessments.

## 10. Data Retention

Personal information will be retained only for as long as necessary to fulfill the purposes for which it was collected or as required by law. Once personal information is no longer needed, it will be securely disposed of.

## 11. Data Subject Rights

Data subjects have the following rights regarding their personal information:

- **Access:** The right to request access to their personal information.
- **Correction:** The right to request correction of inaccurate or incomplete personal information.
- **Deletion:** The right to request the deletion of their personal information under certain conditions.
- **Objection:** The right to object to the processing of their personal information.
- **Data Portability:** The right to request the transfer of their personal information to another party.

## **12. Complaints and Queries**

Data subjects can direct any complaints, concerns, or queries regarding the processing of their personal information to:

Data Protection Officer  
Atolla Studios  
Email: [atollastudios@gmail.com](mailto:atollastudios@gmail.com)

## **13. Updates to this Document**

Atolla Studios (PTY) Ltd may update this POPIA Compliance Document from time to time to reflect changes in our practices or legal requirements. The latest version will always be available on our website.

## **14. Contact Information**

For further information regarding this POPIA Compliance Document, please contact:

Atolla Studios (PTY) Ltd  
Email: [atollastudios@gmail.com](mailto:atollastudios@gmail.com)



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