

## Governance & Data Protection

This document details the technical and legal guardrails established by KEffect IT & Business Solutions to ensure security, privacy, and integrity of client operations under South African Law.

[Image of a data governance framework]

### 1. POPIA Compliance & Data Roles

#### RESPONSIBLE PARTY

The **Client** determines the purpose of and means for processing personal information.

#### THE OPERATOR

**KEffect** processes information solely to fulfill agreed services in accordance with the Protection of Personal Information Act (POPIA).

### 2. Technical & Organizational Measures



#### Security Measures

Implementation of appropriate, reasonable technical and organizational measures to secure data against unauthorized access, loss, or damage.



#### Breach Notification

Mandatory notification within **24 hours** of discovering any unauthorized access to personal information.



#### Confidentiality

Protection of trade secrets, strategies, and technical data during and after the term of the agreement.



#### Change Management

All scope changes require a written Project Change Request (PCR) to maintain a clear audit trail.

### 3. Intellectual Property (IP) Governance

KEffect maintains a clear distinction between proprietary tools and client deliverables to ensure long-term sta



- **KEffect IP:** Pre-existing frameworks, data models, and proprietary tools remain the property of the Contractor.
  - **Deliverables:** Ownership of custom-developed work transfers to the Client strictly upon full and final payment.

## 4. Legal Compliance (CPA)

In accordance with Section 48 of the Consumer Protection Act (CPA), KEffect's total liability for any claim (except gross negligence) is limited to the fees paid by the Client in the three months preceding the claim.