

AuditProo Data Policy

Last updated: 31 July 2025

1. Introduction

This Data Policy outlines how **AuditProo** collects, uses, stores, and protects information from users of its software and associated services. The policy applies to all data processed through AuditProo and is designed to ensure transparency, accountability, and compliance with applicable data protection laws, including the **Data Protection Act, 2019 (Laws of Kenya)**.

Auditproo is distributed exclusively by its **sole appointed agent, IOT Kenya Limited**, which serves as the official contact for all matters relating to data protection and privacy.

2. Data We Collect

AuditProo may collect and process the following categories of data:

- **User Information:** Name, organization, designation, email address, phone number, and login credentials.
- **Client Data:** Data uploaded or processed by users during audits, including financial records, operational data, and supporting documentation.
- **Usage Data:** Information about how users interact with the software, such as login times, navigation patterns, and feature usage.
- **Technical Data:** Device type, browser version, IP address, and operating system for security and performance optimization.

3. How We Use Data

The data collected is used for legitimate business and operational purposes, including:

- Enabling and maintaining user access to the AuditProo platform.
- Processing, storing, and securing audit-related data.
- Enhancing system functionality and user experience.
- Providing customer support and resolving technical issues.
- Performing analytics and generating aggregated insights to improve the service.

- Complying with legal and regulatory obligations.

AuditProo and IOT Kenya Limited **do not sell, lease, or trade user data** to any third party.

4. Data Ownership and Responsibility

- All **client data** uploaded to or processed through AuditProo remains the **property of the client or licensed user**.
- AuditProo acts solely as a **data processor**, handling such data on behalf of the client.
- Clients are responsible for ensuring that any data shared with AuditProo complies with applicable data protection laws and confidentiality obligations.

5. Data Storage and Security

AuditProo employs robust technical and organizational measures to ensure the security and confidentiality of data, including:

- Encrypted data transmission (SSL/TLS).
- Secure server environments with restricted access.
- Multi-factor authentication and role-based permissions.
- Regular data backups and integrity checks.
- Continuous monitoring for unauthorized access or anomalies.

6. Data Retention

Data will be retained only for as long as necessary to fulfill the purposes outlined in this policy or as required by law.

Upon termination of a user's account or completion of an engagement, AuditProo may, upon written request, delete or return client data in a secure format.

7. Data Sharing and Disclosure

Data may be shared only in the following instances:

- With authorized users and administrators within the client organization.

- With legal or regulatory authorities where disclosure is required by law.
- With trusted service providers who assist in hosting, maintenance, or technical support—subject to strict confidentiality and data protection agreements.

8. User Rights

Users have the following rights concerning their personal data:

- Right to access and obtain a copy of their personal data.
- Right to request correction or deletion of inaccurate or unnecessary data.
- Right to withdraw consent (where applicable).
- Right to lodge a complaint with the Office of the Data Protection Commissioner (ODPC) if they believe their data has been mishandled.

9. International Data Transfers

If AuditProo stores or processes data outside Kenya, such transfers will be done in accordance with the Data Protection (General) Regulations, 2021, ensuring adequate protection and compliance with Kenyan data laws.

10. Updates to this Policy

This Data Policy may be updated from time to time to reflect changes in legal, technical, or operational requirements. Users will be notified of any material updates through official communication channels or in-app notifications.

11. Contact Information

For any questions, data access requests, or privacy concerns, please contact:

IOT Kenya Limited

Sole Appointed Agent and Distributor of Auditproo

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