

# Commercial Contract

## WEBSITE PRIVACY POLICY



*Empowered lives.  
Resilient nations.*



### Small and Medium Enterprises Development Authority

#### Ministry of Industries & Production

#### Government of Pakistan

[www.smeda.org.pk](http://www.smeda.org.pk)

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**January 2013**

## **Website Privacy Policy**

Pro-Gole (Right to do Business)

Legal Services, B&SDS

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### **LEGAL SERVICES, SMEDA**

The Legal Services (LS) department is a part of Business & Sector Development Services Division of the Small Medium Enterprises Development Authority and plays a key role in providing an overall facilitation and support to the small businesses. The LS believes that information dissemination among the small businesses on the existing legal & regulatory environment and business to business and business to client contracting is of paramount importance and plays a pivotal role in their sustainable development.

In order to facilitate small businesses, the LS, under the Pro-GOLE (Right to do business) project, a joint SMEDA-UNDP initiative for supporting the small businesses, has developed user-friendly contract templates.

### **Pro-GOLE, (Right to do Business)**

The UNDP has partnered with the Small and Medium Enterprises Development Authority to initiate and execute the Pillar 4 (Right to do business) component of the UNDP PRO-GOLE project which seeks to enhance the legal awareness and mobility of marginalized/ informal businesses. Under the project legal services outreach shall be extended to small businesses including home based enterprises, small shopkeepers, growers, women entrepreneurs, hawking vendors etc. In addition, small business shall be mobilized to access legal services.

### **The Need for Commercial Contracts Templates**

In an increasingly complex and competitive industry, it is vital that suppliers and purchasers are fully protected against legal and commercial risks. To counter such risks, a viable solution; available as- of the shelf commercial contract templates- will provide the users with first class ready to use support. With obligations properly set out and liabilities accurately defined, the users will be in a far better position to look after their rights and interests and move forward from their marginalized positions to being active players of the economy. The Legal Service Providers can equally take benefit of these templates for their professional and business development.

### **Disclaimer**

The information contained in this template is meant to facilitate the businesses in documenting transactions with reference to internet and technology. However, SMEDA, UNDP or any of their employees or representatives accept no responsibility and expressly disclaim any and all liabilities for any and all losses/shortfalls caused by or motivated by recommendations from the information contained within this document. Although SMEDA's ambition is to provide accurate and reliable information; yet, the document is not an alternative to expert legal advice and should ideally be used in conjunction with the same. Any person using this document and or benefiting from the information contained herein shall do so at his/her own risk and costs and be deemed to have accepted this disclaimer.

All information contained in this document may be freely used provided that relevant acknowledgement is accurately quoted with each usage.

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### **3. WEBSITE PRIVACY POLICY**

We believe that your business is no one else's, and your privacy is as important to us as it is to you. Therefore, we will protect the information you share with us. To protect your privacy and your data, we follow the worldwide practices for customer privacy and data protection. At the outset, we assure you that:

- We will not sell or give away your name, identity, mailing address, phone number, email address or any other information to anyone under any circumstances, subject to the terms of this Privacy Policy.
- We will use state-of-the-art security measures to protect your information from unauthorized use.

#### **NOTICE**

We will ask you when we need your personal information, either to identify you, or to allow us to contact you. Generally, this information is requested when you create a Registration ID on our website, enter a contest, order email newsletters or join a limited-access premium website. We use your personal information for the following primary purposes:

- To make the site easier for you to use by not having to enter information again and again;
- To help you quickly find software, services or information which suit your needs;
- To help us provide you with the relevant content and data; and
- To alert you to product upgrades, special offers, updated information and other new services from us.

#### **CONSENT**

If you choose not to register or provide personal information, you can still use most of [insert name of the website]. However, there will be some areas which would not be accessible to you for the want of registration.

If you decide to register, you will be able to select the kinds of information you want to receive from us by subscribing to various services, for instance our electronic newsletters. If you do not want us to communicate with you about offers regarding our products, programs, events, or services by email, postal mail, or telephone, you may select the option at the time of registration, stating that you do not wish to receive marketing messages from us.

We occasionally allow other businesses to offer our registered customers information about their products and services, using postal mail only. If you

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do not want to receive these offers, you may select the option, stating that you do not wish to receive marketing materials from third parties.

### **ACCESS**

We will provide you with the means to ensure that your personal information is correct and current. You may review and update this information at any time at the Visitor Center. There, you can:

- View and edit personal information you have already provided us with.
- Alter your preferences regarding receiving of marketing information from us, or third parties.
- Subscribe or unsubscribe for electronic newsletters about our services and products.

Once you register, you will not need to do it again. Wherever you go on our website, your information stays with you.

### **SECURITY**

We have taken strong measures to protect the security of your personal information and to protect your data from loss, misuse, unauthorized access or disclosure, alteration, or destruction.

We guarantee your electronic transactions, financial or otherwise, to be 100% safe and secure. When you place orders or access your personal account information, you're utilizing secure server software SSL, which encrypts your personal information before it is sent over the Internet. SSL is one of the safest encryption technologies available.

Your personal information is never shared with any third party without your permission, except under conditions explained above, and is stored in password-controlled servers with limited access. Your information may be stored and processed in [insert name of the country] or any other country where we, our subsidiaries, affiliates or agents are located.

You also have a significant role in protecting your information. No one can see or edit your personal information without knowing your user name and password, so do not share this information with others.

### **NOTICE TO PARENTS**

Parents or guardians: we want to help you guard your children's privacy. We encourage you to talk to your children about safe and responsible use of their Personal Information while using the Internet.

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### **ENFORCEMENT**

If for some reason you believe that we have not adhered to the principles enumerated in this Privacy Policy, please notify us by emailing us on [insert email address], and we will do our best to determine and rectify the problem promptly. Please ensure that the subject line of your email reads: "PRIVACY POLICY".

### **ELECTRONIC PRODUCT REGISTRATION**

When you buy and install a new product, we may ask you to register your purchase electronically. When you do, we merge your registration information with your personal profile, if you have created one. If you haven't previously registered with us, we create a personal profile for you from your product registration information. If you ever want to review or update that information, you can visit the Profile Center, click on Update Profile, and edit any of the Personal Information in your profile. If you haven't already created a Registration ID, we will ask you to do so. This ensures that only you can access your information.

### **CUSTOMER PROFILES**

As mentioned above, every registered customer has a unique personal profile. Each profile is assigned a unique personal identification number, which helps us ensure that only you can access your profile.

When you register, we create your profile, assign a personal identification number, and then send this personal identification number back to your hard drive in the form of a cookie, which is a very small bit of code. This code is uniquely yours. It is your passport to seamless travel across our website, allowing you to download free software, order free newsletters, and visit premium sites without having to fill out registration forms with information you've already provided. Even if you switch computers, you will not have to re-register — just use your Registration ID to identify yourself.

### **WHAT WE DO WITH THE INFORMATION YOU SHARE**

When you join us, you provide us with your contact information, including your name and email address. We use this information to send you updates about your order, questionnaires to measure your satisfaction with our service and announcements about new and exciting services that we offer. When you order from us, we ask for your credit card number and billing address. We use this information only to bill you for the product(s) you order at that time. For your convenience, we do save billing information in case you want to order from us again, but we do not use this information again without your permission.

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We occasionally hire other businesses to provide limited services on our behalf, including packaging, mailing and delivering purchases, answering customer questions about products or services, sending postal mail and processing event registration. We will only provide those businesses with the information they need to deliver the service, and ensure that this information is not used by such businesses for any other purposes through execution of bonds and agreements to this effect.

We will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on us or our website; (b) protect and defend our rights or property; and (c) act in urgent circumstances to protect the personal safety of our users, or the general public.