

Data Flow Grid

PRIVACY AND DATA USE POLICY | Draft for application-owner review

BUSINESS INFORMATION ONLY

Do not enter or upload personal or sensitive personal information. Submit only business details required for an authorized business process.

1. Purpose and scope

This policy sets out the permitted use of Data Flow Grid for business forms, records and workflow requests. It applies to information entered in form fields, comments and attachments submitted through the application.

2. Information you may submit

Enter only necessary and authorized business information, such as company names, business registration details, product or service specifications, purchase references and operational records. Review attachments and remove personal details before uploading them.

3. Information you must not submit

Do not submit personal addresses, personal email addresses or phone numbers, dates of birth, identity or passport numbers, government identity documents, health information, biometric data, personal financial information or payment-card details. Do not include passwords, one-time codes, API keys or other access credentials in forms, comments or files.

4. Sign-in and business contact details

Use the designated sign-in fields only for the credentials required to access your account. Where an approved account or business-contact field requires a name or work email address, provide only the minimum necessary business contact details. A work email address or an employee name may still identify an individual and must be handled with care.

5. Authorized use and access

Submit business information only when you are authorized to provide it. Use application records only for the relevant business purpose. Share records, downloads and access only with authorized users. Keep your account credentials confidential and sign out when using a shared device.

6. Errors, removal and privacy concerns

If you submit personal information accidentally, stop sharing the affected record and email support@dataflowgrid.com to report a privacy concern or request correction or removal. Provide the affected record reference so the support team can review your request. Do not repeat the personal information in your support message.

7. Additional privacy disclosures

Before publication, the application owner must confirm and document the operating entity and privacy contact, account and technical data collected, purposes of processing, hosting and service providers, access and sharing arrangements, retention and deletion periods, cookies, and any applicable privacy request process. This draft does not verify the application's technical practices.