



## **Privacy Policy – AJIM INVITES**

**Last Updated:** 23 October 2025

AJIM INVITES respects your privacy and is committed to protecting the personal information of its users. This Privacy Policy explains how we collect, use, store, and protect your information when you use the **AJIM INVITES - Event Management System (WMS)**.

### **1. Information We Collect**

We collect only the information necessary to provide and improve our services.

#### **a) Personal Information**

- Full name
- Phone number
- Email address
- Guest access code and QR code
- Attendance confirmation status
- Pledge amount and payment status

#### **b) Payment Information**

- Payment amounts and installment history
- Payment reference numbers

**Note:** We do **not** store card details, mobile money PINs, or authorization credentials. All payments are processed securely through third-party payment providers.

#### **c) Event-Related Information**

- Invitation delivery and response status
- Event check-in and attendance records
- Uploaded soft cards
- Event photos and videos uploaded by guests

### **2. How We Use Your Information**

We use the collected information to:

- Send event invitations via SMS, WhatsApp, or email
- Manage guest pledges and payment tracking
- Send pledge reminders, payment confirmations, and event-day notifications
- Verify guest entry at the event using QR codes and access codes
- Notify guests of event updates such as venue or date changes
- Provide Google Maps directions to the event location



- Enable media sharing and guest media pool access
- Improve system performance and overall user experience

### 3. Communication & Notifications

By using AJIM INVITES, you agree to receive:

- Invitation messages
- Pledge and payment reminders
- Event updates and event-day reminders

Once a guest completes their pledge, they are **automatically removed from recurring pledge reminder notifications**.

### 4. Sharing of Information

We **do not sell or rent** your personal information.

Your data may be shared only with:

- Trusted third-party service providers (such as payment processors and messaging platforms including WhatsApp via Meta APIs)
- Legal or regulatory authorities where required by law

All third parties are required to protect your data and use it only for its intended purpose.

### 5. Data Storage & Security

We implement appropriate technical and organizational measures to protect your data, including:

- Secure servers
- Access control mechanisms
- Encrypted communication where applicable

Personal data is retained only for as long as necessary to support the event, analytics, and legal obligations.

### 6. User Rights

You have the right to:

- Access your personal information
- Request correction of inaccurate or incomplete data
- Request deletion of your data after the event (where applicable)
- Withdraw consent for non-essential communications



Requests can be made using the contact details provided by AJIM INVITES.

## 7. Media Uploads & Guest Content

When you upload photos, videos, or soft cards:

- You confirm that you have the right to share the content
- You grant AJIM INVITES permission to display the content within the event platform
- Uploaded content is accessible only to event participants unless otherwise stated

## 8. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be published with an updated effective date.

## 9. Use of WhatsApp and Messaging Platforms

AJIM INVITES uses **WhatsApp (via Meta Platforms), SMS, and email** strictly for **event-related communications**, including:

- Sending digital event invitations
- Sending pledge-related messages and reminders
- Sending thank-you messages after pledges or event participation

We do **not** use messaging platforms for advertising or unrelated marketing.

Guests may opt out of **non-essential messages**, such as pledge reminders. However, essential event-related communications (such as invitations or critical updates) may still be sent to ensure proper event coordination.

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## 10. QR Code & Event Check-In Processing

AJIM INVITES generates **unique QR codes and access codes** for secure event entry and attendance tracking.

QR codes are used for:

- Guest entry verification
- Attendance counting during the event

When scanned at the event entrance, a guest's status may be marked as **“checked-in” or “inside.”**

### Data Retention for Check-In Records

QR code and attendance data are **securely archived** after the event and may be used for:

- Event performance analysis



- Attendance trend analysis
- Improving future event and invitation services

Access to archived data is restricted and used only for legitimate business and analytical purposes.

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## 11. Pledge Management & Payment Processing

AJIM INVITES allows guests to make pledges through:

- Mobile money payments
- Bank payments

Pledges may be completed either **in full** or through **installment payments**.

### Payment Data Handling

We store only:

- Payment status (paid, partially paid, unpaid)
- Transaction reference numbers

Sensitive payment credentials are **never stored** by AJIM INVITES.

### Pledge Reminder Logic

- Weekly reminders are sent for outstanding pledges
  - Once a pledge is fully paid, reminders automatically stop
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## 12. Use of Google Maps

AJIM INVITES integrates Google Maps solely to:

- Display the event location
- Provide navigation directions to the venue

AJIM INVITES:

- Does **not** track live location
- Does **not** store GPS or movement history

All map-related data is governed by **Google's own privacy policy**.

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## 13. Analytics & Service Improvement

AJIM INVITES may analyze collected data to improve services and support future business decisions. This may include:

- Attendance patterns
- Pledge completion trends



- Guest engagement and response behavior

Analytics may include **identifiable usage patterns**, but are used **strictly for internal analysis, system improvement, and business planning**.

We do not sell analytics data or use it for unrelated advertising or profiling.