

## PRIVACY POLICY

### TESTUM IT SERVICES LTD

**Effective Date:** 23 Nov 2024

#### 1. Introduction

TESTUM IT SERVICES LTD is committed to protecting your privacy. This Privacy Policy outlines how we collect, use, store, and safeguard your personal information when you use our services or visit our website.

#### 2. Information We Collect

We may collect the following types of information:

- **Personal Information:** Name, email address, phone number, business details, and payment information.
- **Technical Information:** IP address, browser type, operating system, and usage data related to our website or services.
- **Other Information:** Any other data voluntarily provided by you in communication with us.

#### 3. How We Use Your Information

We use the collected data for the following purposes:

- To provide, manage, and improve our IT services.
- To process payments and invoices.
- To communicate with you regarding support, updates, and promotional offers.
- To comply with legal obligations and enforce our terms.

#### 4. Data Sharing and Disclosure

We do not sell or rent personal information. However, we may share data in the following cases:

- With trusted third-party service providers for payment processing, cloud storage, and analytics.
- When required by law, regulation, or governmental request.
- To protect our rights, property, or the safety of our users.

#### 5. Data Security

We implement appropriate security measures to protect your information from unauthorized access, alteration, or disclosure. However, no data transmission over the internet is 100% secure, and we cannot guarantee absolute security.

#### 6. Your Rights

You have the right to:

- Access, update, or delete your personal data.
- Withdraw consent for marketing communications.
- Request a copy of the information we hold about you.

## **7. Data Retention**

We retain personal data only for as long as necessary to fulfill the purposes outlined in this policy unless a longer retention period is required by law.

## **8. Cookies and Tracking Technologies**

Our website may use cookies and similar tracking technologies to enhance your browsing experience. You can control cookie preferences through your browser settings.

## **9. Third-Party Links**

Our website may contain links to third-party sites. We are not responsible for their privacy practices and encourage you to review their privacy policies.

## **10. Changes to This Policy**

We may update this Privacy Policy periodically. Any changes will be posted on our website with the updated effective date.

## **11. Contact Us**

For any privacy-related concerns or questions, please contact us at:

### **TESTUM IT SERVICES LTD**

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