

## Privacy Policy

### Description

## PRIVACY POLICY

**Introduction** Softech Digital Group respects your privacy and is committed to safeguarding your personal and business data. This Privacy Policy explains how we collect, use, and protect information when you engage with our services or visit our website. **Information We Collect**– Personal Information: Name, email, phone number, billing details.

- Business Information: Company name, industry, service requirements.
- Technical Information: IP address, browser type, cookies, and log data.
- Project Data: Files, documents, and other content shared for service execution.

**Use Of Information**We use collected data for:

- Delivering and managing services.
- Communicating with clients.
- Improving our website and offerings.
- Sending updates, newsletters, or marketing (if consented).
- Ensuring legal and contractual compliance.

**Data Protection Measures**We apply strict security measures, including:

- Encrypted storage and transmission.
- Access restricted to authorized personnel only.
- Regular system audits and updates.
- Secure hosting in compliance with international standards.

### Cookies & Tracking

Our website may use cookies for:

- Analytics and traffic monitoring.
- Improving user experience.

Users can disable cookies in their browser settings.

**Data Retention**We retain personal and project data only as long as necessary for the purpose of service

delivery and legal compliance.

**Third Party Services**We may use trusted third-party providers for hosting, analytics, or payment processing. These parties are bound by confidentiality

agreements and cannot misuse client data.

**Client Rights**Clients have the right to:

- Access and review their data.
- Request correction or deletion.
- Withdraw consent for data processing (subject to service constraints).

## **Contact**

For privacy concerns, email [privacy@softechdigitalgroup.com](mailto:privacy@softechdigitalgroup.com).

## **Date Created**

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## **Author**

ashab

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