# **Privacy Policy**

Effective Date: 14/02/2025

Last Updated: 10/03/2025

#### 1. Introduction

CAPITALSINO INNOVATIONS & SOLUTIONS LTD ("Company," "we," "our," or "us") respects your privacy and is committed to protecting your personal information. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website capitalsinoinnovationssolutions.com or engage with our services.

By using our website, you consent to the data practices described in this Privacy Policy. If you do not agree with these terms, please refrain from using our site.

#### 2. Information We Collect

We collect the following types of personal and non-personal information:

#### A. Personal Information

We may collect personally identifiable information when you:

Contact us via forms, email, or phone

Subscribe to our newsletters or updates

Request consultation or other services

This may include:

**Full Name** 

**Email Address** 

**Phone Number** 

Company Name

Job Title

Any other information you provide voluntarily

B. Non-Personal Information

We automatically collect non-personal information when you visit our website, such as:

**IP Address** 

Browser type and version

Operating system

Pages viewed and time spent on our website

Referral source (how you arrived at our site)

3. How We Use Your Information

We use your personal data for the following purposes:

To respond to inquiries and provide IT consulting services

To improve website functionality and user experience

To send newsletters, updates, or promotional content (with your consent)

To analyze website traffic and performance

To comply with legal obligations

We do not sell, rent, or trade your personal information to third parties.

## 4. Data Sharing & Disclosure

We may share your information in the following cases:

Legal Compliance: If required by law, regulation, or legal process

Business Operations: With service providers that assist in website hosting, analytics, and email communication (e.g., Google Analytics, Mailchimp)

Protection of Rights: If necessary to protect the rights, property, or safety of our company, customers, or third parties

All third-party service providers are obligated to keep your information confidential and use it only for the intended purpose.

## 5. Cookies & Tracking Technologies

We use cookies and similar tracking technologies to enhance user experience and analyze website traffic.

#### A. What Are Cookies?

Cookies are small text files stored on your device that help improve website performance and user personalization.

#### B. How We Use Cookies

To remember user preferences

To analyze website traffic and trends

To provide relevant advertisements

## C. Managing Cookies

You can modify your browser settings to reject cookies. However, this may impact your experience on our website.

## 6. Data Security

We take appropriate security measures to protect your personal data against unauthorized access, alteration, disclosure, or destruction. This includes:

Secure server infrastructure

**Encryption protocols** 

Regular security audits

However, no online data transmission is 100% secure. While we strive to protect your data, we cannot guarantee absolute security.

## 7. Your Rights & Choices

You have the right to:

Access the personal information we hold about you

Request correction of inaccurate data

Request deletion of your personal data (subject to legal obligations)

Opt-out of marketing communications

To exercise any of these rights, please contact us at [insert email/contact form link].

# 8. Third-Party Links

Our website may contain links to third-party sites. We are not responsible for their privacy policies, content, or practices. We encourage users to review the privacy policies of any external sites they visit.

#### 9. Data Retention

We retain your personal data only as long as necessary for the purposes outlined in this Privacy Policy, unless a longer retention period is required by law.

## 10. Children's Privacy

Our services are not intended for individuals under 18 years of age. We do not knowingly collect personal data from minors. If we become aware of such data collection, we will take steps to delete it.

## 11. Changes to This Privacy Policy

We may update this Privacy Policy periodically. Any changes will be posted on this page with an updated "Effective Date." Continued use of our website after changes implies acceptance of the revised policy.

## 12. Contact Information

If you have any questions about this Privacy Policy, you can contact us at:

#### **CAPITALSINO INNOVATIONS & SOLUTIONS LTD**

Email: manuel.pulido@capitals in oinnovations solutions.com