

# **PRIVACY POLICY**

OfficeGenieSolutions is committed to protecting your privacy. This privacy policy explains how we collect, use, and disclose your personal information when you use our website.

# **1. INFORMATION WE COLLECT**

1.1 Personal Information. We collect personal information that you provide to us when you create an account, request information, or communicate with us. This may include your name, email address, phone number, and any other information you provide to us.

1.2 Usage Information. We automatically collect certain information about your use of the website, such as your IP address, browser type, device type, and pages visited.

1.3 Cookies. We use cookies and other similar technologies to collect information about your use of the website and to improve your experience. You can control the use of cookies through your browser settings.

## 2. USE OF INFORMATION

2.1 Personal Information. We use your personal information to provide you with the services and information you request, to communicate with you, and to improve the website.

2.2 Usage Information. We use usage information to analyze website usage and to improve the website.

2.3 Cookies. We use cookies to personalize your experience and to improve the website.

## **3. SHARING OF INFORMATION**

3.1 Service Providers. We may share your personal information with service providers who assist us in providing the website, such as hosting providers, payment processors, and customer service providers.



3.2 Legal Compliance. We may disclose your personal information if required by law or if we believe that such disclosure is necessary to protect our rights, the rights of other users, or to comply with a judicial proceeding, court order, or legal process.

3.3 Business Transfers. We may disclose and transfer your personal information in connection with a merger, acquisition, or sale of all or a portion of our assets.

## 4. DATA RETENTION AND SECURITY

4.1 Data Retention. We will retain your personal information for as long as necessary to fulfill the purposes for which it was collected or as required by law.

4.2 Data Security. We take reasonable measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction.

### **5. YOUR CHOICES AND RIGHTS**

5.1 Access and Correction. You have the right to access and correct your personal information.

5.2 Opt-Out. You may opt-out of receiving promotional emails from us by following the instructions in the email.

5.3 Do Not Track. We do not respond to Do Not Track signals.

### 6. CHILDREN'S PRIVACY

The website is not intended for use by children under the age of 18. We do not knowingly collect personal information from children under the age of 18.

## 7. CHANGES TO THIS PRIVACY POLICY

We may modify this privacy policy at any time without prior notice. Your continued use of the website following any such modifications constitutes your acceptance of the revised privacy policy.

8. CONTACT US



If you have any questions or concerns about this privacy policy or the OfficeGenieSolutions website, please contact us at zubair@OfficeGenieSolutions.com

By using the OfficeGenieSolutions website, you acknowledge that you have read, understand, and agree to this privacy policy. If you do not agree to this privacy policy, you must not use the OfficeGenieSolutions website.