## Privacy Policy

We take the privacy of our clients very seriously. We understand that you trust us with your information and we want to assure you that we will protect it to the best of our abilities.

Here are the key principles that guide our privacy policy:

- 1. Minimal collection of personal information: We only collect personal information that is necessary to provide our services.
- Use of personal information: We use your personal information solely for the purpose of providing you with our services. We do not sell or share your information with any third parties unless required by law or in support of fulfilling our services.
- 3. Data retention: We remove or archive your personal information from our customer relationship management software upon request.
- 4. Data security: We take reasonable measures to protect your personal information from unauthorized access, disclosure, or misuse. This includes the use of industry-standard security measures such as firewalls.
- Transparency: We are transparent about our privacy practices and make it easy for you to understand how your personal information is being used. If you have any questions or concerns about our privacy policy, please do not hesitate to contact us.

We believe that privacy is a fundamental right and we are committed to protecting it. We understand that our clients trust us with their information and we take this responsibility very seriously.