



# Privacy Policy

For H.K Freelance Studio



## Introduction

This Privacy Policy explains how **H.K Freelance Studio** collect, use, and protect the personal information of individuals who use our services, visit our website, or interact with us. We are based in Hong Kong and are fully committed to respecting your privacy and keeping your personal data secure. By accessing our website or using our services, you agree to the practices described in this Privacy Policy.

## Information We Collect

We may collect the following types of personal information:

- **Contact Information:** Name, email address, phone number, postal address.
- **Professional Information:** Job title, company name, industry.
- **Usage Data:** Information about how you use our website and services, including your IP address, browser type, operating system, referring URLs, pages visited, and dates/times of access. This may be collected through cookies and similar technologies.
- **Project-Related Information:** Information you provide to us in relation to specific projects, such as briefs, feedback, and deliverables.
- **Payment Information:** If you engage in paid services, we collect billing information such as credit card details or bank account information. (Note: We may use third-party payment processors, in which case their privacy policies will also apply.)
- **Communications:** Records of any communication you have with us, including emails, chat logs, and phone calls.

## How We Use Your Information

We use your personal information for the following purposes:

- **Providing Services:** To deliver the services you request, including project work, customer support, and account management.

- **Communication:** To respond to your inquiries, provide updates on projects, and send you important notices.
- **Marketing:** To send you promotional materials and information about our services, where permitted by applicable law. You can opt out of these communications at any time.
- **Improving Our Services:** To analyze usage patterns, troubleshoot technical issues, and improve the quality of our website and services.
- **Legal Compliance:** To comply with applicable laws, regulations, and legal processes.
- **Payment Processing:** To process payments for our services.

## Disclosure of Your Information

We may share your personal information with the following categories of recipients:

- **Service Providers:** We may share your information with third-party service providers who assist us with various aspects of our business, such as payment processing, data analytics, email marketing, and website hosting. These service providers are contractually obligated to protect your information and only use it for the purposes we specify.
- **Business Partners:** We may share your information with business partners who collaborate with us on specific projects or services.
- **Legal Authorities:** We may disclose your information to legal authorities if required by law or legal process, or if we believe in good faith that such disclosure is necessary to protect our rights, property, or safety, or the rights, property, or safety of others.
- **Business Transfers:** In the event of a merger, acquisition, or sale of all or a portion of our assets, your information may be transferred to the acquiring entity.

## Data Security

We take reasonable measures to protect your personal information from unauthorized access, use, or disclosure. These measures include:

- **Encryption:** Using encryption to protect sensitive data during transmission and storage.
- **Access Controls:** Limiting access to personal information to authorized personnel only.
- **Security Assessments:** Regularly assessing our security practices to identify and address vulnerabilities.

However, no method of transmission over the internet or method of electronic storage is completely secure. Therefore, we cannot guarantee the absolute security of your personal information.

## Changes to Our Privacy Policy

We may update this Privacy Policy from time to time. We will post any changes on our website and update the "Effective Date" at the top of this policy. We encourage you to review this Privacy Policy

periodically for any changes. Your continued use of our services or website after the posting of changes constitutes your acceptance of the revised Privacy Policy.

## Contact Us

If you have any questions or concerns about this Privacy Policy, please contact us at:

H.K Freelance Studio

+62 82113699451 / +94 760927230

Effective Date: 07/07/2025