**Privacy Policy**

**Overview:**

In order for **Company** to provide its services to clients and ensure that work is conducted efficiently in the office, data will be collected from individuals.

These individuals include but does not pertain to employees, contractors, clients, and others in relation to the organization. The following policy will explain how personal data is collected and handled under **company's** protection standards.

**Information that is collected:**

Log Data

Log data pertains to information that is collected through the usage of our services.

Information collected through log data include:

1. IP (internet protocol) address
2. Geographical location
3. Browser details such as the version as well as browser type
4. Time and date of visit, as well as the duration spent during the visit
5. Cookies, which are files collected from your browser storing browsing patterns of the pertaining user

Additional Data:

In addition to log data that is collected when using our services, there may be additional data that is collected from the user.

Additional data that is collected include:

1. Name
2. Phone number
3. Address
4. Email address

Employees, Contractors, Temporary workers, etc.

The following points will be pertaining to employees and personals of a similar relationship with the company. All points made prior to this not only pertain to employees but also businesses, clients and all others in relation with **company**

1. Information given.
   1. This includes information such as resumes, CV, and other details in relation to employment with **company**  as well as previous companies that have been provided for the employment opportunity.
2. Information on company devices.
   1. Information that is stored and accessed through a company device may be stored on a local database.
3. Content created under company name.
   1. This includes information that is created on an account under your name as well as all other data generated for work related inquiries.

**How Collected data is used:**

Log data is used to improve user experience with our products and services. Using this data, **company**  is able to customize the user's next experience based on what was found to be too favored by the user in their past visits.

Log data will also be able to help **company**  improve their products for the general public as the analytics collected will help us be able to determine what was favored by the general public.

Additional data collected during a user’s experience will be used mainly for communications. If there are any changes to Term Policies or additional changes that may affect the user, it will be communicated using the information provided. Furthermore, products we believe clients will enjoy will also be communicated using the information previously provided.

For employee specific data, these will be saved by the HR department in case they need to be referenced in the future. This data will only be kept during the employment period of the employee and will be removed from our database afterwards.

**Data Sharing:**

Sharing of data between other businesses and personnel may happen however, data will not be shared without user’s permission. In the event where we see a benefit in sharing data with other businesses or personals, users of the data will first be notified and will have to grant **company**  permission before it can be officially shared and used.

Changes to the policy:

As **company** progresses there may be changes made to our Privacy Policy to better user and client experience. In the case where changes are made to our policy, all current and past users will be notified of the change with at least a 30 day notice before changes are officially made. At that point, if users or clients do not agree with the updated policy, they will have the option to opt their data out from our database.

If there are any questions or concerns in regard to our Privacy Policy, feel free to contact us at any time.

**Sources:**

<https://www.l2cybersecurity.com/gdpr-05-data-protection-policy-template/>

<https://www.termsfeed.com/public/uploads/2019/04/privacy-policy-template.pdf>

<https://www.gv.com/img/docs/GV-Privacy-Policy.pdf>