

Privacy Policy

Effective Date: 9 October 2024

1. Introduction This Privacy Policy outlines how UmmLabs/Lockform ("we," "us," or "our") collects, uses, and protects the personal information you provide when using our app and associated Outlook email plugin. By using our services, you agree to the collection and use of information in accordance with this policy.

2. Information We Collect We collect the following personal information when you use our app:

- **Username**
- **Email Address**
- **Password**
- **Full Name**
- **Phone Number**
- **Business Registration Information**

3. How We Use Your Information We use the information we collect for the following purposes:

- To create and manage your account
- To provide necessary app functionalities, including the Outlook email plugin
- To communicate with you regarding your account and services

- To comply with legal requirements

We do **not** use your personal information for advertising or tracking purposes.

4. Use of Cookies We use cookies only for the essential functioning of our app. These cookies:

- Help maintain your session and login status
- Are required for basic app functionality

We do not use cookies for tracking or advertising purposes.

5. Data Sharing We do not share your personal information with third parties, except as necessary to:

- Comply with legal obligations
- Provide customer support or troubleshoot issues with our app

6. Data Security We take the security of your personal information seriously. We implement appropriate technical and organizational measures to protect your data from unauthorized access, disclosure, alteration, or destruction.

7. Your Rights You have the right to:

- Access, update, or delete your personal information
- Withdraw consent to the use of your data at any time

- Contact us for any concerns related to your privacy at
orosen888@gmail.com

8. Changes to This Privacy Policy We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page and updating the effective date.

9. Contact Us If you have any questions or concerns about this Privacy Policy, please contact us at orosen888@gmail.com.