

## **PRIVACY POLICY**

This Privacy Policy describes how **TBCorp Services Ltd (the “Company”, “we”)**, collects, uses, stores, discloses, and protects the personal information of individuals who visit the website. We are committed to protecting your privacy and ensuring compliance with applicable data protection laws, including the General Data Protection Regulation (the “**GDPR**”).

### **1. Information We Collect**

We may collect and process the following types of personal information:

- a) **Information You Provide:** When you visit our website or use our services, you may voluntarily provide personal information, such as your name, email address, phone number, and any other information you choose to provide.
- b) **Automatically Collected Information:** We may collect certain information automatically when you visit our website, including your IP address, device information, browser type, operating system, and usage data. We may also use cookies and similar technologies to collect this information.

### **2. Use of Personal Information**

We may use the personal information we collect for the following purposes:

- a. **Providing and Improving Our Services:** We use your personal information to deliver our services, respond to your inquiries, and improve the functionality and user experience of our website.
- b. **Communication:** We may use your contact information to communicate with you about our services, updates, promotions, and other relevant information. You can opt out of receiving promotional communications at any time.
- c. **Analytics and Personalization:** We may use the information collected automatically to analyze trends, administer the website, and personalize your experience by presenting tailored content and advertisements.
- d. **Legal Compliance:** We may process your personal information to comply with legal obligations, such as responding to lawful requests from public authorities.

### **3. Data Sharing and Disclosure**

We do not sell, rent, or lease your personal information to third parties. However, we may share your information with trusted third-party service providers who assist us in delivering our services and operating our website. These service providers are contractually obligated to protect your personal information and can only use it for the specified purposes.

We may also disclose your personal information if required by law, in response to a court order or to protect our rights, property, or safety, as well as the rights, property, and safety of others.

#### **4. International Data Transfers**

As part of providing our services, your personal information may be transferred to, and stored on, servers located outside of the European Union. When we transfer your personal information to countries that are not deemed to provide an adequate level of data protection by the European Commission, we will implement appropriate safeguards, such as standard contractual clauses or Privacy Shield certification, to ensure the security and confidentiality of your personal information.

#### **5. Data Retention**

We will retain your personal information for as long as necessary to fulfill the purposes for which it was collected, including any legal or contractual obligations as per GDPR and applicable legislation. When your personal information is no longer needed, we will securely delete or anonymize it.

#### **6. Your Rights**

Pursuant to GDPR, as an individual you have certain rights regarding your personal information, including:

- a. **Right to Access:** You have the right to request access to the personal information we hold about you and receive a copy of that information.
- b. **Right to Rectification:** You have the right to request the correction of inaccurate or incomplete personal information we hold about you.
- c. **Right to Erasure:** You have the right to request the deletion of your personal information in certain circumstances, such as when it is no longer necessary for the purposes for which it was collected.
- d. **Right to Restriction of Processing:** You have the right to request the restriction of processing of your personal information in certain situations, such as when you contest the accuracy of the information or when processing is unlawful.
- e. **Right to Data Portability:** You have the right to receive a copy of your personal information in a structured, commonly used, and machine-readable format and transmit it to another controller.
- f. **Right to Object:** You have the right to object to the processing of your personal information in certain circumstances, such as when processing is based on legitimate interests or for direct marketing purposes.
- g. **Right to Withdraw Consent:** If we rely on your consent to process your personal information, you have the right to withdraw your consent at any time.

To exercise your rights, please contact us using the contact details provided at the end of this Privacy Policy.

## **7. Security Measures**

We employ reasonable security measures to protect your personal information from unauthorized access, use, or disclosure. However, please note that no method of transmission over the internet or method of electronic storage is completely secure, and we cannot guarantee absolute security.

## **9. Changes to this Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. We will post the updated Privacy Policy on our website and indicate the effective date of the update. We encourage you to review this Privacy Policy periodically.

## **10. Contact Us**

If you have any questions or concerns about our Privacy Policy or our privacy practices, or if you would like to exercise your rights or make a complaint, please contact [us at dpo@tbcorpservices.net](mailto:us.at.dpo@tbcorpservices.net).