

# **DigifyTeams Privacy Policy**

**Effective Date:** [January 2025]

At DigifyTeams, your privacy is our priority. This Privacy Policy explains how we collect, use, and protect your information when you fill out our Virtual Specialist Request Form. By submitting the form, you agree to the practices described below.

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## **1. Information We Collect**

When you fill out our Virtual Specialist Request Form, we may collect the following information:

- Your name, email address, phone number, and business details.
  - Information about your business needs and preferences.
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## **2. How We Use Your Information**

The information you provide will be used to:

- Evaluate your needs and match you with the right Virtual Specialist.
- Communicate with you regarding our services.
- Improve our services and client experience.

We will not sell, rent, or share your information with third parties for marketing purposes.

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## **3. Data Security**

We take data security seriously. Your information is stored securely and accessed only by authorized personnel. We use industry-standard measures to protect your data from unauthorized access, misuse, or disclosure.

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## **4. Third-Party Services**

We may use third-party tools, such as task management or communication platforms, to facilitate our services. These third parties are required to uphold strict data protection standards.

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## **5. Your Rights**

You have the right to:

- Access the information we have about you.
- Request corrections to your information if it is inaccurate or incomplete.
- Request the deletion of your information, subject to legal or contractual obligations.

To exercise these rights, please contact us at [info@digifyteams.com](mailto:info@digifyteams.com).

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## **6. Updates to This Policy**

We may update this Privacy Policy from time to time. Any changes will be posted on this page, and the effective date will be updated accordingly.

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## **7. Contact Us**

If you have questions or concerns about this Privacy Policy, please reach out to us at [info@digifyteams.com](mailto:info@digifyteams.com).

By submitting this Virtual Specialist Request Form, you acknowledge that you have read and understood this Privacy Policy.