# Privacy Policy

**Last Updated: 2025**

**HayaTech** ("we", "our", "us") is committed to protecting the privacy of individuals who visit our website, use our services, or communicate with us. This Privacy Policy explains what information we collect, how we use it, and the rights available to you regarding your personal data.

# 1. Introduction

This Privacy Policy describes how HayaTech collects, uses, stores, and protects your personal information. By contacting us, using our services, or accessing our website, you agree to the terms described in this policy.

We recommend reading this document carefully to fully understand how your data is handled.

# 2. Information We Collect

We collect the following categories of information:

## 2.1 Contact Information

Name
Email address

Phone number (if provided)

Business name / company details (if provided)

## 2.2 Inquiry & Project Data

Project descriptions

Requirements documents

Files and attachments you send voluntarily

Messages sent via forms, WhatsApp, email, or other communication methods

## 2.3 Technical & Usage Data

IP address

Pages visited

Device type and browser information

Time spent on pages

(Collected through standard analytics tools)

We do **not** intentionally collect sensitive personal data such as financial information, ID documents, or passwords. Please refrain from sharing such information unless absolutely necessary and requested securely.

# 3. How We Use Your Information

We use your information for the following purposes:

## 3.1 Service Delivery

Responding to your inquiries

Preparing proposals

Delivering services, workflows, automations, or technical work

Sending service-related updates

## 3.2 Communication

Scheduling meetings

Providing support

Sending invoices and transactional messages

### 3.3 Improvements & Analytics

Enhancing website performance
Understanding usage patterns
Troubleshooting technical issues

### 3.4 Legal & Compliance

Maintaining records for auditing or taxation
Complying with applicable laws

We do **not** send marketing emails unless you voluntarily opt in.

# 4. Data Sharing & Third Parties

HayaTech does **not** sell or rent personal data.

However, we may share minimal information with trusted service providers strictly for operational purposes, such as:

Email delivery services
Cloud storage platforms
Analytics providers
Payment processors (for transactions)

All third-party vendors are required to maintain reasonable security practices.

# 5. Data Storage & Security

We use administrative, technical, and physical safeguards to protect your information, including:

Secure file storage
Limited access controls

Encrypted transfers for sensitive data
Strong password-protection
Regular system checks

While no method of transmission is 100% secure, we follow industry-standard practices to minimize risk.

## 6. Data Retention

We retain personal information only for as long as necessary to:

Fulfill the purpose for which it was collected
Provide agreed services
Meet legal, tax, or regulatory requirements

You may request deletion of data where permissible.

## 7. Your Rights

Depending on your region, you may have the right to:

Request access to your personal information
Request corrections or updates
Request deletion of data
Withdraw consent
Request a copy of your stored data

To exercise your rights, contact us at **skmaaz8828@gmail.com**.

We will respond within a reasonable timeframe.

## 8. Children's Privacy

Our services are not directed to individuals under 13 years of age. We do not knowingly collect data from children. If we learn that a minor's data was collected, we will delete it promptly.

## 9. Changes to This Policy

We may update this policy from time to time to reflect changes in our processes or legal requirements. The latest updated date will always be shown at the top.

## 10. Contact Us

If you have any questions regarding this Privacy Policy, data usage, or wish to submit a request, you may contact us at:

**Email:** skmaaz8828@gmail.com
 **WhatsApp:** +91 88282 78210

HayaTech
 Automation • n8n • Workflows