

## **Privacy Policy**

Effective Date: 2023-11-10

### **Introduction**

We at LLC “AA Projekts” (hereinafter referred to as "the Company") value the privacy of our clients. This privacy policy describes how we collect, use, and share your personal information.

### **What Personal Information Do We Collect?**

As a general matter, We collect personal information to deliver the products and services you request, to help improve your experience as a client, and to support our business functions. These purposes include auditing interactions with consumers, detecting security incidents, performing services on behalf of the business, debugging to identify and repair errors that impair existing functionality, internal research for technological development and demonstration, and activities to verify or maintain the quality and safety of Company.

We collect the following personal information when you are our client or work for us:

- Contact information, such as your name, email address, and phone number;
- Employment information, such as your job title, department, and salary;
- Employment education and training information

### **How do we collect Your Personal Information**

We collect personal information about you in only one way: information that we directly receive from you.

### **How Do We Use Your Personal Information?**

We use the personal information we collect where necessary to perform a contract with you or to take steps at your request prior to entering into a contract, including to provide customer support; transact with you and provide you with Our services.

We use your personal information for the following purposes:

- To provide you with the services of Company;
- To administer your employment, such as paying you and providing you with benefits;
- To communicate with you about your job and the Company;
- To comply with applicable laws and regulations

### **How Do We Share Your Personal Information?**

We do not share your personal information with third parties unless it is required by law.

### **Your Rights**

You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we are providing you with the information in this Privacy Policy.

You can access, update or request that we delete your personal information by contacting us at email [aaprojekts@gmail.com](mailto:aaprojekts@gmail.com)

### **Changes to your information**

It is important that the personal information We hold about you is accurate and current. Please keep Us informed if your personal information changes during your relationship with Us.

### **Data Security**

We take reasonable measures to protect your personal information from unauthorized access, use, disclosure, modification, or destruction.

### **Changes to This Privacy Policy**

We may update this privacy policy from time to time. If we make any material changes, we will notify you by posting a revised privacy policy on our Website.

### **Contact Us**

“AA Projekts” LLC, 5900 Balcones DR street 100, Austin, TX 78731 4298 is the data controller and is responsible for the processing of your information as described in this Privacy Policy. If you have any questions about this privacy policy, please contact us at [aaprojekts@gmail.com](mailto:aaprojekts@gmail.com)