

# Privacy Policy

01<sup>st</sup> October 2023

## 1. Introduction

Sales Capital BPO (Pvt) Ltd. ("we," "us," or "our") is committed to protecting your privacy and ensuring the security of your personal information. This Privacy Policy outlines how we collect, use, disclose, and safeguard the information you provide while using our website and our digital services. By accessing our website or using our services, you consent to the practices described in this Privacy Policy.

## 2. Information We Collect

We may collect the following types of information:

**Personal Information:** This includes information such as your name, email address, phone number, and other identifying information that you voluntarily provide when filling out forms on our website or communicating with us.

**Log Data:** When you visit our website, our servers automatically collect information such as your IP address, browser type, operating system, referring web page, pages visited, and the date and time of your visit.

**Cookies:** We use cookies and similar technologies to collect information about your interaction with our website. You can manage your cookie preferences through your browser settings.

## 3. How We Use Your Information

We use your information for the following purposes:

To provide, maintain, and improve our website and services.

To respond to your inquiries, questions, and requests.

To send you newsletters, updates, and marketing materials when you have provided your explicit consent to receive them.

To analyze and understand how users interact with our website to improve its performance and user experience.

## 4. Disclosure of Your Information

We may share your information with third parties in the following situations:

With service providers, contractors, or agents who assist us in providing our services, subject to their agreement to maintain the confidentiality of your information.

In response to a legal request, such as a court order, if we believe that disclosure is required by law or is necessary to protect our rights, your safety, or the safety of others.

In the event of a merger, sale, or transfer of all or part of our assets, your information may be included in the assets transferred.

## **5. Data Security**

We take appropriate measures to protect your information from unauthorized access and disclosure. However, no data transmission or storage system can be guaranteed to be 100% secure. You understand and accept the inherent security risks of using the internet.

## **6. Your Choices**

You can update, correct, or delete your personal information by contacting us through the contact information provided at the end of this Privacy Policy. You can also opt out of marketing communications by following the unsubscribe instructions included in those communications.

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

We may update this Privacy Policy to reflect changes to our practices or for other operational, legal, or regulatory reasons. We will post any updates on this page, and the "Last Updated" date will be revised accordingly.

## **8. Contact Us**

If you have questions, concerns, or requests regarding this Privacy Policy, please contact us at:

Sales Capital BPO (Pvt) Ltd.

22, MacLeod Road, Colombo 04, Sri Lanka

[info@salescapital.net](mailto:info@salescapital.net)

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