

Privacy Policy

Last Updated: 8/29/2024

1. Introduction

Your privacy is important to us. This Privacy Policy explains how SmartDocs ("we," "us," or "our") collects, uses, and discloses information about you when you use our services.

2. Information We Collect

- **Personal Information:** When you create an account or subscribe to our services, we may collect personal information such as your name, email address, payment information, and other details necessary to provide our services.
- **Uploaded Content:** We collect the documents and content you upload to SmartDocs. This content is stored securely and used only to provide the services you request.
- **Usage Data:** We collect information about your use of SmartDocs, including IP address, browser type, access times, and pages viewed.

3. How We Use Your Information

We use the information we collect to:

- Provide, maintain, and improve our services.
- Process transactions and send you related information, including purchase confirmations and invoices.
- Send you technical notices, updates, security alerts, and support messages.
- Monitor and analyze trends, usage, and activities in connection with our services.

4. How We Share Your Information

We do not share your personal information with third parties except in the following cases:

- **With Your Consent:** We may share your information with your consent.
- **For Legal Reasons:** We may disclose your information if we are required to do so by law or if we believe that such action is necessary to comply with legal obligations.
- **Service Providers:** We may share your information with third-party service providers who perform services on our behalf, such as payment processing or data storage.

5. Data Security

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

6. Your Rights

You have the right to:

- Access and update your personal information.
- Request the deletion of your account and associated data.
- Opt-out of marketing communications.

7. Data Retention

We retain your personal information and uploaded content for as long as your account is active or as needed to provide you with our services. We may also retain and use your information to comply with legal obligations, resolve disputes, and enforce our agreements.

8. Cookies and Tracking Technologies

SmartDocs may use cookies and similar tracking technologies to enhance your experience on our website. You can control the use of cookies through your browser settings.

9. Children's Privacy

SmartDocs does not knowingly collect or solicit personal information from children under the age of 13. If we learn that we have collected personal information from a child under 13, we will delete that information as quickly as possible.

10. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or for other operational, legal, or regulatory reasons. We will notify you of any significant changes by posting the new Privacy Policy on our website.

11. Contact Us

If you have any questions about this Privacy Policy, please contact us at info@smart-docs.io.