

## Privacy Policy of Officehub Services

Officehub respects your privacy and is committed to protecting it. This Privacy Policy covers how Officehub collects, uses, discloses and stores your information. When you are accessing and browsing Officehub website (<http://www.officehubservices.com>), you are accepting the policies and practices described in this Privacy Policy. Please read it carefully and revisit this page from time to time to review any changes that may have been made.

### Collection of Personal Information

When browsing this website, you are not required to provide any personal information. If you choose to register with Officehub, then you will be requested to provide contact information (name, contact number & email address). Officehub uses this information to contact you about Officehub services in which you have expressed interest.

You can order products and services or request information via Officehub website. In order to purchase a product or service from Officehub, we will request certain personally identifiable information from you. You will need to provide contact information (such as name, email and contact number) and financial information (such as credit card number, billing address and expiration date). Financial information collected from you is used only to bill you for the products and services that you have purchased.

By providing your personal data to Officehub, you are acknowledging and agreeing that any of your personal data may be used for the purposes of data consolidation, storage, customer information management, reporting and other internal uses.

### Use of Personal Information

The personal information you provide will be kept confidential, unless otherwise stated, and used to support your customer relationship with Officehub.

Once you register with Officehub, we will respond to your enquiries and provide services you request. We will communicate with you via email or telephone and will make every effort to honor your preference. Officehub may occasionally send you information on new products, services, promotions and general information that may be of interest to you. If you do not want to receive this information, you can opt-out by simply sending an email to us.

Credit card information is used only for payment processing and fraud prevention. Credit card information and sensitive personal data are not used for any other purpose by Officehub and will not be kept longer than necessary for providing the services, unless you ask Officehub to retain your credit card information for future purchases.

In the event that Officehub is sold or acquired, customer information will be one of the assets transferred. In addition, we reserve the right to disclose information submitted by or concerning any user of this Officehub website as required by law or when we reasonably believe that such disclosure is necessary to protect our systems, our business or the rights of others.

Officehub may enter contracts with third-party service providers and suppliers to deliver complete products, services and customer solutions described above. We will not share personal information with any other third parties without your permission, unless required by law enforcement action, subpoena, local law or when we reasonably believe that such disclosure is necessary to protect our systems, our business or the rights of others or as otherwise provided in this Privacy Policy.

### Security of Personal Information

Officehub will take all reasonable steps to ensure that your personal information is stored in a secure environment protected from unauthorised access, modification and disclosure. Officehub uses industry standard safeguards to ensure the security of personal information through physical, electronic and managerial procedures. Officehub will not sell, rent, loan, trade, lease or license any personal information collected via our website. This includes any licensing forms or e-mail lists.

### **Changes to this Policy**

If there are updates to the terms of this Privacy Policy, Officehub will post those changes and update the revision date in this document, so you will always know what information we collect online, how we use it and what choices you have. By continuing to use this Officehub website after any changes are posted, you acknowledge your acceptance of such changes.

### **Terms and Conditions**

If you choose to visit Officehub website, your visit and any dispute over privacy is subject to this Privacy Policy and our Terms and Conditions, including, but not limited to, disclaimers of warranty, limitations of liability, arbitration of disputes and application of the law.

### **Contacting us**

If you have comments or questions about this Privacy Policy, please send them to [enquiry@officehubservices.com](mailto:enquiry@officehubservices.com).