



PRIVACY POLICY

At Capital Tech Solutions, we are committed to protecting your privacy and ensuring that your personal information is handled in a safe and responsible manner. This Privacy Policy outlines how we collect, use, disclose and store your personal information in accordance with The Privacy Act 1988 (Privacy Act).

1. Collection of Personal Information:

We may collect personal information from you in various ways, including when you:

- Use our website or services
- Contact us via phone, email or other communication methods
- Fill out forms or documents related to our services
- Provide feedback or respond to surveys

The types of personal information we may collect include:

- Name, address and contact details
- Payment information
- Details about your business and IT needs
- Any other information you provide to us

2. Use of Personal Information:


We collect and use your personal information to:

- Provide and manage our IT services
- Communicate with you about our services, promotions and updates
- Process payments and manage billing
- Improve our services and customer experience
- Comply with legal obligations and resolve disputes
- Conduct marketing and research activities

3. Disclosure of Personal Information:

We may disclose your personal information to:

- Our employees and contractors who need the information to provide services to you
- Third-party service providers who assist us in delivering our services, such as payment processors and IT support services
- Government authorities or regulatory bodies when required by law
- Any other third parties where you have given your consent

 (02) 8320 6775

 hello@capitaltechsolutions.com.au

 www.capitaltechsolutions.com.au





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4. Storage and Security of Personal Information:

We take reasonable steps to protect your personal information from misuse, interference, loss, unauthorized access, modification or disclosure. This includes using secure servers, encryption and other technical and administrative security measures.

5. Access to and Correction of Personal Information:

You have the right to access and correct your personal information held by us. To request access or correction, please contact us at hello@capitaltechsolutions.com.au. We will respond to your request within a reasonable timeframe.

6. Cookies and Website Usage:

Our website may use cookies to enhance your experience and gather information about how you use our site. You can adjust your browser settings to refuse cookies, but this may affect your ability to use certain features of our website.


7. Changes to this Privacy Policy:

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. Any changes will be posted on our website, and the revised policy will take effect immediately upon posting.

8. Contact Us:

If you have any questions or concerns about this Privacy Policy or how we handle your personal information, please contact us via email hello@capitaltechsolutions.com.au or by phone on (02) 8320 6775

By using our services or providing us with your personal information, you consent to the collection, use and disclosure of your personal information as described in this Privacy Policy.

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