

# Privacy Policy

**Effective Date:** 01/01/2025

Welcome to the Privacy Policy of ITCLAS ("we," "us," or "our"), the trading name of Razaaq Enterprises Ltd. This policy explains how we collect, use, and protect your personal information when you visit our website, [www.itclas.com](http://www.itclas.com) ("Website"), or engage with our services. Your privacy is important to us, and we are committed to safeguarding your information.

---

## Information We Collect

We may collect and process the following types of personal information:

### 1. Information You Provide Directly

- Name, email address, phone number, and other contact details when you fill out forms, contact us, or register on our Website.
- Business or company details, including industry and job title, if applicable.

### 2. Automatically Collected Information

- IP address, browser type, operating system, and other technical details when you visit our Website.
- Usage data, including pages viewed, time spent on the Website, and navigation paths.

### 3. Third-Party Data

- Information obtained through third-party services such as analytics tools, advertising platforms, or social media if you interact with us on those platforms.
- 

## How We Use Your Information

We use your personal information for the following purposes:

### 1. Service Delivery

- To provide and manage our IT and technology services.
- To respond to your inquiries and provide customer support.

### 2. Website Optimization

- To analyze and improve the performance and usability of our Website.
- To monitor and address security issues.

### 3. **Marketing and Communication**

- To send promotional materials, updates, and newsletters (with your consent).
- To tailor content and advertisements to your interests.

### 4. **Legal Compliance**

- To comply with applicable laws, regulations, and legal obligations.
- 

## **Sharing Your Information**

We may share your personal information with:

### 1. **Service Providers**

- Trusted third parties that assist us in operating our Website, conducting business, or providing services (e.g., hosting providers, analytics platforms).

### 2. **Legal Authorities**

- Law enforcement or regulatory bodies if required by law or to protect our rights and interests.

### 3. **Business Transfers**

- In the event of a merger, acquisition, or sale of our business, your information may be transferred as part of the transaction.
- 

## **Data Security**

We take appropriate technical and organizational measures to protect your personal information from unauthorized access, loss, or misuse. However, no method of transmission or storage is completely secure, and we cannot guarantee absolute security.

---

## **Your Rights**

You have the following rights regarding your personal information:

### 1. **Access and Portability**

- Request access to the personal information we hold about you.
- Receive your information in a structured, commonly used format.

### 2. **Correction and Deletion**

- Request corrections to inaccurate or incomplete information.

- Request deletion of your personal information, subject to legal obligations.

### 3. **Objection and Restriction**

- Object to the processing of your data for specific purposes.
- Request the restriction of processing under certain conditions.

To exercise these rights, please contact us at [Insert Contact Email].

---

### **Cookies and Tracking Technologies**

We use cookies and similar technologies to enhance your experience on our Website. For more information, please refer to our Cookies Policy.

---

### **International Data Transfers**

As a global company, we may transfer your personal information to countries outside the European Economic Area (EEA). When doing so, we ensure appropriate safeguards are in place to protect your data in accordance with applicable laws.

---

### **Updates to This Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes in our practices, legal requirements, or other circumstances. We encourage you to review this page periodically for the latest information.

---

### **Contact Us**

If you have any questions about this Privacy Policy or our data practices, please contact us at:

**Razaaq Enterprises Ltd.**

Trading as ITCLAS

**Website:** [www.itclas.com](http://www.itclas.com)

**Director:** Mr. Ahmed Burhan Chaudhary

**Email:** [info@itclas.com](mailto:info@itclas.com)

Thank you for trusting ITCLAS with your personal information!