

# Privacy Policy

## 1. Introduction

Welcome to Clé Digital Services Limited ("Clé," "we," "us," or "our"). We value your privacy and are committed to protecting your personal data.

This Privacy Policy outlines how we collect, use, disclose, and safeguard your information when you use our digital solutions, platforms, websites, and services ("Services").

By accessing or using our Services, you consent to the collection, processing, and use of your data as described in this Privacy Policy.

## 2. Information We Collect

We collect different types of information depending on how you interact with our Services, including:

- **Personal Information:** Name, email address, phone number, business details, and other identifiers.
- **Financial Information:** Payment details necessary for processing transactions.
- **Technical Data:** IP address, browser type, device information, operating system, and usage details.
- **Usage Data:** Interactions with our platforms, preferences, and engagement analytics.
- **Cookies and Tracking Technologies:** We use cookies and similar technologies to enhance user experience and improve our Services.

## 3. How We Use Your Information

We process your data for the following purposes:

- **Service Provision:** To provide, operate, and maintain our digital solutions, including cooperative management systems, automated voting platforms, and enterprise solutions.
- **User Support:** To respond to inquiries, resolve issues, and offer technical assistance.
- **Security and Fraud Prevention:** To ensure secure transactions, prevent fraud, and comply with legal obligations.
- **Marketing and Communication:** To send updates, promotions, and relevant content based on user preferences.
- **Compliance and Legal Obligations:** To comply with applicable laws, regulations, and contractual obligations.

#### **4. Data Sharing and Disclosure**

We do not sell or rent your personal information. However, we may share data with:

- **Service Providers:** Third-party vendors assisting in service delivery, such as payment processors and cloud service providers.
- **Regulatory and Legal Authorities:** If required by law, regulatory bodies, or to protect our rights.
- **Business Partners:** Where necessary to deliver integrated solutions and enhance service offerings.

#### **5. Data Security**

We implement industry-standard security measures to protect your information from unauthorized access, loss, or misuse. However, no system is entirely secure, and we encourage users to safeguard their credentials.

#### **6. Data Retention**

We retain personal data as long as necessary for operational, legal, and compliance purposes. Once no longer required, we securely delete the information.

#### **7. Your Rights and Choices**

You have the right to:

- **Access** your personal data and request a copy.
- **Correct** inaccurate or incomplete information.
- **Withdraw Consent** for data processing where applicable.
- **Request Deletion** of your personal information, subject to legal constraints.

To exercise your rights, please contact us [contact@cle.ng](mailto:contact@cle.ng)

#### **8. Cookies and Tracking Technologies**

We use cookies and similar tracking tools to enhance user experience. You can control cookie settings through your browser preferences.

#### **9. Third-Party Links**

Our Services may contain links to third-party websites. We are not responsible for their privacy practices, and we encourage you to review their policies.

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

We may update this Privacy Policy from time to time. Changes will be communicated via our platform or email. Your continued use of our Services signifies acceptance of the revised policy.

## **11. Contact Information**

For inquiries or data protection concerns, contact us at:

- **Email:** [privacy@cledigitalsolutions.ng](mailto:privacy@cledigitalsolutions.ng)
- **Phone:** +234 (0) XXX-XXX-XXXX
- **Address:** 2 Abebe Village road Iganmu, Lagos, Nigeria.

By using our Services, you acknowledge that you have read and understood this Privacy Policy.