

# Privacy Policy

At IGIsSoftware we understand that the need for privacy is paramount. As such, we strive to provide unparalleled protection and management of all information that is collected through our website.

The terms of this privacy policy stipulate how IGIsSoftware utilizes any information provided in the course of using this website. IGIsSoftware makes every effort to ensure that all personal information is accurate, secure, and confidential. We also provide ample opportunity for clients to access and/or correct any collected information.

This privacy policy may change periodically. We recommend checking this page occasionally to make sure that you are aware of and satisfied with the current policy.

## Information Collection

All personal information collected by IGIsSoftware through this website is covered by this privacy policy. Personal information includes fields that can be reasonably used to identify an individual, such as name, address, and birth date. Browsing this website does not require the provision of personal information. Utilizing the contact form will collect personal information with regards to name, phone, and email address. Job applications and resume submissions will collect personal information in a variety of fields. This includes, but is not limited to: Name, address, email, phone, and educational background.

Personal information collected online may be used in conjunction with information collected by IGIsSoftware through other means, such as sales call and ongoing client relationships.

IGIsSoftware uses both cookies and analytics to help track website visitation information. Cookies are small pieces of data that are stored on your computer and sent to your web browser to help remember previous selections and entries. Google Analytics is also used to track non-personal information about visitor tendencies and habits. You have the option of declining the use of cookies altogether, however neither of these tools will collect personal or identifiable information about you and are used for internal insight.

## Purpose

IGIsSoftware utilizes collected information purely for internal marketing purposes. These include maintaining internal databases, addressing customer concerns and questions, improving IGIsSoftware services, and conducting market research. We do not lease, sell, or otherwise disclose personal information to third parties.

## Consent

Using the IGIsSoftware website implies consent to the terms and conditions of this privacy policy. If you do not consent to this policy, it is requested that you do not submit any personal information through the IGIsSoftware website. Any changes or updates to this policy will be represented on this page.

## Retention

Personal information will be retained as long as necessary to fulfill the intended purpose. Requests to delete this information will be responded to appropriately, as detailed in the contact section below.

## Security

IGIsSoftware considers security of your personal information to be of the utmost concern. To support this, we implement physical, administrative, and electronic safeguards to ensure that your information is safe from alterations and misuse. These include secure storage of physical documents, encryption and access restriction of electronic files, and personal information access being limited to IGIsSoftware employees with a relevant interest in the information. We also integrate ongoing security policy reviews to account for ongoing technology changes to ensure the highest possible degree of security for personal information.

## Child Privacy

IGIsSoftware does not knowingly collect information from children under the age of 13, nor do we design our websites to target the attention of children under the age of 13. It is requested that any children who wish to contact IGIsSoftware for any reason obtain the assistance of a parent or guardian to do so on their behalf.

## External Links

This website may contain links to external websites. This privacy policy applies only to the IGIsSoftware domain. It is recommended to carefully read any available privacy policies of external websites. IGIsSoftware exercises no control of the policies or content of external websites.

## Contact

If there are any questions or concerns about this privacy policy, or if you wish to access or alter any personal information collected by IGIsSoftware, please contact us through email at [info@igissoftware.com](mailto:info@igissoftware.com). All attempts to access or change collected information will require identify verification for security and privacy purposes.