



## Privacy Policy

Effective Date: 2023-12-18

### Revision History

Revision	Date	Author(s)	Description
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# 1 Introduction

This Privacy Policy outlines and explains how Nvoice • IT ("we", "our", or "us") collects, uses, stores, and protects your information when you use our invoicing web application. By accessing or using our services, you agree to the terms of this Privacy Policy.

## 2 Information We Collect

### 2.1 Personal and User Information

- We may collect personal information such as your name, email address, and other contact details when you voluntarily provide them through forms, account registration, or other means.

### 2.2 Legal Entities Information

- We collect voluntarily provided information that identifies legal entities, in the name of which invoices are issued using our application, such as name, address, e-mail address, company number, tax ID and similar.
- We collect voluntarily provided information that identifies legal entities, which are recipients of the invoices issued through our application, such as name, address, e-mail address, company number, tax ID and similar.

### 2.3 Cookies and Tracking Technologies

- We do NOT use any tracking technologies.
- We use only strictly necessary cookies, required to provide you with our services.

### 2.4 IP Addresses

- We automatically collect your IP addresses for security purposes and to prevent abuse of our services.

### 2.5 Usage Data

- We collect information about your interactions with our application, such as the actions you take when using the website.

## 3 Use of Information

### 3.1 To Provide Services

- We use the information we collect to provide, maintain, and improve our services, such as to administer your account, to provide you with access to certain areas and features of our services

- We may also use the information we collect to personalize our services, such as remembering your information so that you will not have to re-enter it during your visit or the next time you use our services, to provide customized content, and information, to monitor and analyze usage, and activities in connection with our services.
- Personal information may be used to communicate with you, respond to inquiries, and send relevant updates.

### **3.2 For Improvement of Services**

- We may use the information we collect to understand and analyze the usage trends and preferences of our users, to improve our services, and to develop new products, services, features, and functionality.
- We may use the information we collect to generate and disclose statistics about our users, such as the total number of visitors to our website or the number of users who used a specific functionality.

### **3.3 For Legal Purposes**

- We may use the information we collect to comply with our legal obligations, resolve disputes, and enforce our agreements.

## **4 Information Sharing**

We do not sell, trade, or otherwise transfer your personal information to third parties without your consent, except:

- When required by law or to protect our rights, privacy, safety, or property.
- We may share your information with trusted service providers who provide services on our behalf to help with our business activities such as payment processing, email delivery, and other operational purposes.

## **5 Security**

While no method of transmission over the internet or electronic storage is 100% secure, and we cannot guarantee absolute security, we take all reasonable steps and employ industry's best practices to protect your information from loss, misuse, and unauthorized access, disclosure, alteration, and destruction.

## **6 Data Retention**

We retain your information for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless otherwise required by law.

## **7 Your Rights**

You have the right to review, update, or to request deletion of your personal information.

## **8 Changes to this Privacy Policy**

We reserve the right to modify this policy. Any changes will be posted on our website with an updated effective date.

## **9 Effective Date**

This policy is effective as of 2023-12-18.