

# PRIVACY POLICY

Effective Date: 01/06/2023

Thank you for visiting our website and for your interest in our services. We understand the importance of your privacy and are committed to protecting your personal information. This Privacy Policy explains how we collect, use, and disclose the information we obtain through our website. By accessing or using our website, you agree to the terms of this Privacy Policy.

## Information We Collect

1.1 Personal Information: We may collect personal information that you provide to us voluntarily, such as your name, email address, telephone number, and any other information you choose to provide when you interact with our website or use our services.

1.2 Automatically Collected Information: When you visit our website, we may automatically collect certain information about your device, including your IP address, browser type, operating system, and referring URLs. We may also collect information about your usage of our website, such as the pages you visit, the links you click, and the duration of your visit.

1.3 Cookies and Similar Technologies: We may use cookies, web beacons, and other similar technologies to collect information about your browsing activities. These technologies help us analyze trends, administer the website, track users' movements around the site, and gather demographic information.

## Use of Information

2.1 We may use the information we collect for the following purposes:

To provide and improve our services.

To respond to your inquiries and communicate with you.

To personalize your experience and provide you with tailored content.

To analyze and understand how our website is used and to improve its functionality.

To enforce our terms of service and protect the security of our website and users.

To comply with legal obligations and resolve disputes.

## Disclosure of Information

3.1 We may disclose your information, with your consent, in the following circumstances:

To our trusted service providers who assist us in operating our website and providing our services.

To comply with legal obligations or respond to lawful requests from public authorities.

In the event of a merger, acquisition, or sale of all or a portion of our assets, your information may be transferred to the acquiring entity.

## Data Security

4.1 We take reasonable measures to protect the security of your personal information and prevent unauthorized access, use, or disclosure. However, please be aware that no method of transmission over the internet or electronic storage is completely secure, and we cannot guarantee absolute security.

## **Third-Party Links**

5.1 Our website may contain links to third-party websites or services. We are not responsible for the privacy practices or content of those third parties. We encourage you to review the privacy policies of any third-party websites you visit.

## **Children's Privacy**

6.1 Our website is not intended for use by individuals under the age of 13. We do not knowingly collect personal information from children. If we become aware that we have inadvertently collected personal information from a child under 13, we will take steps to delete that information promptly.

## **Your Choices**

7.1 You have the right to access, update, or delete your personal information. If you wish to exercise any of these rights or have any questions about our privacy practices, please contact us using the information provided below.

### Changes to this Privacy Policy

8.1 We may update this Privacy Policy from time to time. The updated version will be posted on our website with the revised effective date. We encourage you to review this Privacy Policy periodically to stay informed about how we collect, use, and protect your information.

## **Contact Us**

If you have any questions, concerns, or requests regarding this Privacy Policy, please contact us at: [websitemail@manalco.com](mailto:websitemail@manalco.com)

Please note that this Privacy Policy applies only to the information collected through our website and does not govern information collected offline or through other channels.

By using the Manalco website, you acknowledge that you have read and understood this Privacy Policy and consent to the collection, use, and disclosure of your information as described herein.