

Privacy Policy

Effective Date: 29-05-2024

1. Introduction

Han-Pan Data Safe Pvt Ltd, is committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you use our document digitization services ("Services"). Please read this privacy policy carefully. If you do not agree with the terms of this privacy policy, please do not use our services.

2. Information We Collect

Personal Information:

- Name
- Email address
- Phone number
- Mailing address
- Payment information

Document Information:

- Scanned documents and images
- Metadata related to documents (e.g., file names, dates)

3. How We Use Your Information

We use the information we collect in the following ways:

- To provide, maintain, and improve our Services
- To process transactions and send related information
- To communicate with you, including responding to your inquiries and sending administrative messages
- To enforce our terms, conditions, and policies
- To comply with legal obligations

4. How We Share Your Information

We do not sell or rent your personal information to third parties. We may share information with:

- Service providers who perform services on our behalf (e.g., payment processors, cloud storage providers)
- Law enforcement, government officials, or other third parties if required to do so by law or if we believe such action is necessary to comply with legal requirements

5. Data Security

We implement appropriate technical and organizational measures to protect your information against unauthorized access, loss, theft, and alteration. This includes encryption, access controls, and regular security assessments.

6. Data Retention

We retain your personal information only for as long as necessary to fulfil the purposes for which we collected it, including to satisfy any legal, accounting, or reporting requirements.

7. Your Rights

Depending on your jurisdiction, you may have the following rights:

- **Access:** You can request a copy of your personal information we hold.
- **Correction:** You can request that we correct any inaccuracies in your personal information.
- **Deletion:** You can request that we delete your personal information.
- **Objection:** You can object to the processing of your personal information.
- **Data Portability:** You can request a copy of your personal information in a structured, commonly used, and machine-readable format.

8. Third-Party Links

Our Services may contain links to third-party websites. We are not responsible for the privacy practices or the content of those third-party sites.

9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. If we make significant changes, we will notify you by posting the new policy on our website and updating the effective date.

10. Contact Us

If you have any questions about this Privacy Policy, please contact us at:

- **Email:** info@hanpan.in
- **Phone:** 02522668686
- **Mailing Address:** F-6,201, Bhumi World Industrial Park, Opp. Mumbai-Nashik Highway, Pimplas, Bhiwandi, Thane, Maharashtra, India.