

# GEETHA ENGINEERING AND FABRICATION WORKS

## PRIVACY AND POLICY

At Geetha Engineering and Fabrication Works, we value your privacy and are committed to protecting the personal information you share with us. This policy outlines how we collect, use, and safeguard your data when you interact with our business-whether through our website, in-person, or over the phone.

### I. INFORMATION WE COLLECT:

We may collect the following information:

1. Full Name
2. Phone Number
3. Email Address
4. Location/Address (for service or delivery)
5. Photographs related to your project (with your permission)

*We only collect information necessary to fulfill your order, service, or inquiry.*

### 2. HOW WE USE YOUR INFORMATION:

Your data is used only for:

1. Responding to your inquiries
2. Quoting and processing your service requests
3. Project updates, billing, and support
4. Improving our service quality and communication

*We do NOT share, sell, or rent your information to third parties.*

### 3. DATA SECURITY:

We follow industry-standard practices to ensure your data remains safe and confidential. Physical, electronic, and managerial procedures are in place to prevent unauthorized access or disclosure.

#### **4. IMAGE USAGE & DISPLAY:**

Images of your completed projects (e.g., gates, grills, shutters) may be used in our portfolio or gallery, but only with your prior consent. If you prefer not to showcase your project, you may opt out anytime.

#### **5. THIRD-PARTY TOOLS:**

We may use Google Maps, WhatsApp, or email platforms for communication and location purposes. These platforms have their own privacy policies, which you may review.

#### **6. YOUR RIGHTS:**

**You have the right to:**

- i. Request a copy of your data
- ii. Update or correct your information
- iii. Ask for your data to be deleted (unless required for legal or transactional purposes)

#### **7. CHANGES TO THIS POLICY:**

We may update this policy periodically. All changes will be communicated through our website or upon request.

#### **CONTACT US**

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

**C. KARTHIKEYAN**

**No. 45/2, Mettupalayam Road, Pathukannu, Koodapakkam, Puducherry - 605 502.**

**Phone: 9787180751 / 9360425970**