

POLICIES



Privacy Policy

Effective Date: 24.07.2024

At **Law Seva Management Pvt Ltd**, we are committed to safeguarding the privacy and security of our users' personal information. This Privacy Policy outlines how we collect, use, store, and disclose personal information related to our office automation software, CA Cloud Desk (referred to as the "Software") in India.

Collection of Personal Information

We collect personal information that you provide to us when you use our Software, such as your name, email address, and other contact information. Additionally, we may collect information about your usage of our Software, including usage frequency, duration, accessed pages or screens, and other usage data.

We may also collect information from Google APIs if you choose to integrate your Google account with our Software, such as Google Calendar events.

Use of Personal Information

We use the personal information collected through our Software for the following purposes:

- To provide and maintain our Software.
- To personalize your experience and provide tailored content and features.
- To communicate with you about our Software and related services.
- To provide customer support and respond to inquiries and requests.
- To conduct research and analysis to improve our Software and services.
- To comply with legal obligations and enforce our policies.
- For any other purposes disclosed to you at the time of collection or as permitted by law.

Disclosure of Personal Information

We may disclose personal information to the following third parties:

- **Service Providers:** We may share personal information with third-party service providers that perform services on our behalf, such as hosting, analytics, and customer support.
- **Business Transfers:** In the event of a merger, acquisition, or sale of all or a portion of our assets, personal information may be transferred as part of that transaction.
- **Legal Obligations:** We may disclose personal information to comply with legal obligations, such as responding to a subpoena or court order.

- **Your Consent:** We may disclose personal information with your consent or at your direction.

Data Retention

We will retain personal information for as long as necessary to fulfill the purposes for which it was collected or as required by law. Additionally, we may retain and use anonymous, aggregated, or de-identified data for legitimate business purposes.

Data Security

We take reasonable measures to protect personal information from unauthorized access, use, disclosure, or destruction. However, no method of transmission over the Internet or electronic storage is entirely secure, and we cannot guarantee absolute security.

Your Rights

You have the right to access, correct, and delete your personal information, as well as to object to or restrict its processing. You may also request a copy of your personal information or its transfer to another data controller. To exercise your rights, please contact us at info@caclouddesk.com.

Compliance with Google API Services User Data Policy

CA Cloud Desk's use and transfer to any other app of information received from Google APIs will adhere to Google API Services User Data Policy, including the Limited Use requirements. For more details, visit the [Google API Services User Data Policy](#).

Changes to this Privacy Policy

We may update this Privacy Policy to reflect changes in our practices or legal requirements. We will notify you of any material changes by posting the updated Privacy Policy on our website or through other appropriate communication channels.

Contact Us

If you have any questions or concerns about this Privacy Policy or our practices related to personal information, please contact us at info@caclouddesk.com.