

## Website Terms of Service & Privacy Policy

**PLEASE CAREFULLY READ THIS DISCLAIMER AND PRIVACY POLICY BEFORE USING THIS WEBSITE. BY USING THIS WEBSITE, YOU AGREE TO THE TERMS OF BOTH THE DISCLAIMER AND THE PRIVACY POLICY. DO NOT USE THIS WEBSITE IF YOU DO NOT AGREE TO THESE TERMS.**

### **DISCLAIMER**

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### **PRIVACY POLICY**

#### **General Policy**

We are sensitive to issues regarding your privacy. We believe that the responsible use of personal information collected on our website is critical. The extent and type of information we receive from you on our websites depends on the information you provide to us through our contact mailboxes and/or through any registration processes on our sites. We have therefore adopted this simple and straightforward policy to deal with these issues. Amata's policy applies only to this website. Amata is not responsible for the privacy practices or the content of the websites to which it links

#### **Collection and Use of Information**

Amata does not collect any personal data from visitors to its website that is not voluntarily provided. Our website may invite you to contact us or to provide information about yourself. We use the information you provide to:

- provide you with information about Amata's services;
- provide you with phone service, virtual office service, office use and related services and/or real estate related services if you are or become a client of Amata, and/or to handle any requests that you may have;
- provide you with marketing material about Amata's services, unless you opt out as set forth below;
- carry out, monitor and analyze our business or website operations;
- conduct our recruiting and/or selection process;
- contact you (unless you tell us that you prefer us not to) regarding current phone service, virtual office service, office use and real estate related issues that may be of interest to you; and
- comply with any applicable laws or regulations in any country.

**Sharing Information**

The personal information you provide to us will be retained only for as long as is necessary to fulfill the purposes for which the information was collected or as required by law. We do not sell or share personal information with third parties except as necessary to carry out our business or your request, or as required by law or other legal processes. We may transfer your personal information to other offices of Amata for the purposes set out in this policy for use of such information. By submitting data to Amata electronically, you are providing explicit consent to trans-border transmission of data collected via our website.

**Safeguarding Information**

We have technological and operational security policies and procedures in place to protect your personally identifiable information from loss, misuse, alteration and/or unintentional destruction. The Amata personnel who have access to this data have been trained and are required to maintain the confidentiality of such information. We do not guarantee that these safeguards will always work.

**Questions and Comments**

If you have questions or comments about our administration of your personal information or compliance with this policy, or would like to opt out of receiving any marketing material from us, please [contact us](#) [make into link].