

## Privacy Policy for GeekMyCV

At GeekMyCV, we are committed to safeguarding the privacy of our users while providing exceptional services. This Privacy Policy outlines how we collect, use, disclose, and protect your personal information when you use our website and services.

### 1. Information We Collect:

- **Personal Information:** When you use our services, we may collect personal information such as your name, email address, phone number, address, and payment details.
- **Career History/Education/Skills/Certifications/CV Related Information:** When you use our services, you may provide us with either your CV or information containing personal information for your CV. This may include career history, education, skills, certification, or any additional information required to create a professional CV.
- **Usage Data:** We may collect information about how you interact with our website and services, including your IP address, browser type, pages visited, and the duration of your visit.

### 2. How We Use Your Information:

- **Providing Services:** We use your personal information to deliver the services you request, such as creating and editing CVs or resumes.
- **Communication:** We may use your contact information to communicate with you about your orders, inquiries, updates, or promotional offers.
- **Improving Services:** Your usage data helps us analyse trends, track user behaviour, and improve the quality of our services and user experience.

### 3. Information Sharing and Disclosure:

- **Third-Party Service Providers:** We may share your personal information with third-party service providers who assist us in delivering our services, such as payment processors or analytics providers. These service providers are obligated to protect your information and only use it for the purposes specified by us.
- **Legal Compliance:** We may disclose your information if required to do so by law or in response to valid requests from law enforcement or government agencies.

### 4. Data Security:

- We employ industry-standard security measures to protect your personal information from unauthorized access, alteration, disclosure, or destruction.
- Despite our best efforts, no method of transmission over the internet or electronic storage is completely secure. Therefore, we cannot guarantee absolute security of your data.

### 5. Your Choices and Rights:

- You have the right to access, update, or delete your personal information. You can do so by contacting us using the information provided below.
- You can opt-out of receiving promotional communications from us by following the unsubscribe instructions provided in such communications.

## **6. Changes to this Privacy Policy:**

- We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. We will notify you of any significant changes by posting the new Privacy Policy on this page.

## **7. Contact Us:**

- If you have any questions, concerns, or requests regarding this Privacy Policy or the handling of your personal information, please contact us at:

GeekMyCV, Flat 27 Cranbury Court, Cranbury Road, Southampton, SO19 2RT - Email:  
[contact@geekmycv.co.uk](mailto:contact@geekmycv.co.uk) - Phone: 07547639341

By using our website and services, you consent to the collection and use of your information as described in this Privacy Policy.

**20/02/2024**