

K2A MANAGEMENT PRIVACY POLICY

FIRST ADITION

1st May 2024



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Reference Number: K2A -MS-POL-0021 Rev.0

Privacy Policy

Effective Date: 1st May 2024

Company: K2A Management Co., Ltd.

Website: www.k2amanagement.com

1. Introduction

K2A Management Co., Ltd. ("we", "our", or "us") respects your privacy and is committed to protecting your personal data. This Privacy Policy outlines how we collect, use, store, and safeguard information collected through our website.

2. Information We Collect

We may collect and process the following types of data:

- **Personal Information:** Name, email address, phone number, company name, job title, and other identifiers you provide via contact forms or service booking.
 - **Technical Information:** IP address, browser type, operating system, and browsing behavior on our site.
 - **Cookies and Tracking Technologies:** Data collected through cookies and analytics tools to enhance user experience.
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3. How We Use Your Information

We use the information we collect to:

- Respond to inquiries or service bookings
 - Deliver relevant services and updates
 - Improve our website and services
 - Comply with legal and regulatory obligations
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4. Sharing Your Information

We do **not sell or rent** your personal data. We may share it with:

- Internal teams for service delivery



- Trusted third-party service providers (e.g., hosting, email systems)
 - Government or regulatory bodies, when legally required
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5. Data Retention

We retain personal information only as long as necessary to fulfill the purposes outlined in this policy or as required by law.

6. Your Rights

You have the right to:

- Request access to your personal data
- Request correction or deletion of your data
- Withdraw consent at any time (where applicable)
- Object to certain types of data processing

To exercise your rights, please contact us at:

 **Email:** info@k2amanagement.com

7. Security of Your Data

We implement appropriate technical and organizational measures to protect your information from unauthorized access, disclosure, alteration, or destruction.

8. Third-Party Links

Our website may contain links to other websites. This policy does not cover third-party websites, and we are not responsible for their privacy practices.

9. Policy Updates

We may update this Privacy Policy from time to time. The latest version will always be available on our website with an updated effective date.

10. Contact Us

If you have any questions about this Privacy Policy or how we handle your personal information, please contact:

 **Email:** info@k2amanagement.com

 **Website:** www.k2amanagement.com
