Effective Date: 2024-04-09

Welcome to True-West.com (the "Website"), owned and operated by True West IT Services GmbH, ("we", "us", or "our"). We are committed to protecting the privacy of our website visitors and customers. This Privacy Policy outlines the types of personal information we collect, how we use it, and the steps we take to ensure its protection.

#### Information Collection

- **1. Website Usage Data:** We use PostHog, an analytics tool, to collect anonymous information about how visitors use our website. This data includes but is not limited to pages visited, time spent on pages, and the path taken through the site. The purpose of collecting this information is solely to improve the functionality and content of our website. No personally identifiable information is captured through PostHog tracking unless explicitly provided by the visitor.
- **2. Personal Information via Contact Form:** When you use the contact form on our website, we collect personal information such as your name, email address, and any other information you choose to provide in the message field. This information is used solely for the purpose of responding to your inquiry or request.

#### **Use of Information**

The information collected through PostHog analytics is used to analyze website usage patterns, improve site functionality, and enhance the overall user experience. This data is analyzed in aggregate form and is not linked to any personal information.

Personal information provided via the contact form is used to address your inquiries or requests. We may use your contact information to respond to your questions or to provide information about our services if requested.

# **Sharing of Information**

We do not sell, rent, or otherwise share your personal information with third parties, except as necessary to fulfill your request or as required by law.

## **Data Security**

We implement a variety of security measures to maintain the safety of your personal information when you enter, submit, or access your personal information. However, no method of transmission over the Internet or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

## **Changes to Our Privacy Policy**

We reserve the right to update or change our Privacy Policy at any time. We will notify you of any changes by posting the new Privacy Policy on this page. You are advised to review this Privacy Policy periodically for any changes.

# **Contact Us**

If you have any questions about this Privacy Policy, please contact us using the information provided on our website.

By using our website, you consent to our Privacy Policy and agree to its terms.

True West IT Services GmbH

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