

Contained in this document are our policies on the following:

- 1. Privacy statement
- 2. Acceptable use
- 3. Cookie and
- 4. Accessibility Statement

*Your Privacy Matters to Us**

At Opscomply.com, we are committed to protecting your privacy and ensuring the security of your personal information. This Privacy Policy outlines how we collect, use, disclose, and safeguard your data when you interact with our website. We believe in transparency and want you to understand your rights and our practices. Please take the time to read our full Privacy Policy for a comprehensive understanding of how we handle your information.

Privacy Policy

Last Updated: 23/04/2025

This Privacy Policy describes how Opscomply.com (the "Website," "we," "us," or "our") collects, uses, and shares personal information of users of our Website.

Information We Collect

We may collect the following types of personal information:

Information You Provide Directly:

Contact Information: such as your name, email address, phone number, and postal address when you subscribe to newsletters, contact us through forms, or create an account.

Account Information: username and password (if applicable).

Communications: records of your correspondence with us.

User-Generated Content: any content you post, upload, or otherwise submit to our Website (e.g., comments, forum posts).

Transaction Information: details of any purchases or transactions you make through our Website (if applicable).

Survey Responses: information you provide in surveys.

Information Collected Automatically:

Log Files: your IP address, browser type, referring/exit pages, operating system, date/time stamps, and clickstream data.

Cookies and Similar Technologies: as described in our Cookie Policy below.

Device Information: information about your device, including device type, operating system, unique device identifiers, and mobile network information.

Usage Data: information about how you use our Website, including pages visited, links clicked, and features used.

Information from Other Sources:

We may receive information about you from third-party sources, such as social media platforms if you connect your account to our Website, or from business partners.

How We Use Your Information

We may use your personal information for the following purposes:

To provide, operate, and maintain our Website.

To personalize your experience on our Website.

To communicate with you, including responding to your inquiries and providing customer support.

To send you newsletters, marketing communications, and other information that may be of interest to you (where you have provided consent or as permitted by law).

To process transactions and fulfill orders (if applicable).

To monitor and analyze Website usage and trends to improve our Website and services.

To detect, prevent, and address technical issues, security incidents, and fraud.

To enforce our Terms of Service and other policies.

To comply with legal obligations.

Sharing Your Information

We may share your personal information with the following categories of recipients:

Service Providers: Third-party companies that provide services on our behalf, such as website hosting, data analysis, email delivery, payment processing, and customer support. These providers are contractually obligated to protect your information.

Business Partners: With your consent, we may share your information with business partners to offer you specific products, services, or promotions.

Affiliates: We may share information with our affiliated companies.

Legal Authorities: We may disclose your information to law enforcement agencies, government bodies, or other third parties when required by law, legal process, or to protect our rights, property, or safety, or the rights, property, or safety of others.

Business Transfers: In the event of a merger, acquisition, reorganization, sale of assets, or bankruptcy, your information may be transferred to the acquiring entity or third party involved.

With Your Consent: We may share your information with third parties when we have your explicit consent to do so.

Your Rights

Depending on your location, you may have certain rights regarding your personal information, including the right to:

Access: Request access to the personal information we hold about you.

Correction: Request that we correct any inaccurate or incomplete personal information.

Deletion: Request the deletion of your personal information (subject to certain exceptions).

Restriction of Processing: Request that we restrict the processing of your personal information.

Data Portability: Request to receive a copy of your personal information in a structured, commonly used, and machine-readable format and to transmit that data to another controller.

Withdraw Consent: Withdraw your consent at any time where we are relying on your consent to process your personal information.

Object to Processing: Object to the processing of your personal information in certain circumstances, such as for direct marketing purposes.

Lodge a Complaint: Lodge a complaint with a data protection authority in your jurisdiction.

To exercise these rights, please contact us at [Your Contact Information]. We may require you to verify your identity before processing your request.

Data Retention

We will retain your personal information for as long as necessary to fulfill the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Security of Your Information

We take reasonable measures to protect your personal information from unauthorized access, use, disclosure, alteration, or destruction. However, no method of transmission over the internet or method of electronic storage is completely secure. Therefore, while we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

Links to Other Websites

Our Website may contain links to third-party websites. We are not responsible for the privacy practices of these other websites. We encourage you to review the privacy policies of any third-party websites you visit.

Children's Privacy

Our Website is not intended for children under the age of [Specify Age, e.g., 16]. We do not knowingly collect personal information from children under this age. If you believe that we have collected personal information from a child under the specified age, please contact us immediately, and we will take steps to delete such information.

Changes to This Privacy Policy

We may update this Privacy Policy from time to time. We will notify you of any material changes by posting the new Privacy Policy on our Website and updating the "Last Updated" date. We encourage you to review this Privacy Policy periodically for any changes.

Contact Us

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at:

admin@opscomply.com or at the phone number on our website.

Cookie Policy

Last Updated: [Date]

This Cookie Policy explains how [Your Website Name] (the "Website," "we," "us," or "our") uses cookies and similar technologies to recognize you when you visit our Website. It explains what these technologies are and why we use them, as well as your rights to control our use of them.

What are Cookies?

Cookies are small text files that are placed on your computer or mobile device when you visit a website. They are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

Types of Cookies We Use

We may use the following types of cookies:

Strictly Necessary Cookies: These cookies are essential for the operation of our Website. They enable you to navigate the Website and use its features, such as accessing secure areas. Without these cookies, services you have asked for, like shopping baskets or e-billing, cannot be provided.

Performance/Analytics Cookies: These cookies collect information about how visitors use our Website, such as which pages they go to most often and if they get error messages from web pages. These cookies help us to improve the way our Website works. We may use third-party analytics

providers (e.g., Google Analytics) for this purpose.

Functionality Cookies: These cookies allow our Website to remember choices you make (such as your language or region) and provide enhanced, more personal features. They may also be used to provide services you have asked for, such as watching a video or commenting on a blog.

Targeting/Advertising Cookies: These cookies are used to deliver advertisements more relevant to you and your interests. They are also used to limit the number of times you see an advertisement as well as help measure the effectiveness of the advertising campaigns. They are usually placed by advertising networks with the website operator's permission. They remember that you have visited a website and this information is shared with other organizations such as advertisers.

Similar Technologies

Our Website may also use other tracking technologies similar to cookies, such as:

Web Beacons (Pixel Tags): Small graphic images (also known as "pixel tags" or "clear GIFs") that may be included in our Website and our emails and are typically used to track the behavior of users and email recipients.

Local Storage: Technologies like HTML5 local storage that allow us to store data on your device.

Third-Party Cookies

We may use third-party cookies to support our Website's functionality and for the purposes described above. These third-party providers may also collect and track information about your online activities over time and across different websites. We encourage you to review the privacy and cookie policies of these third parties. Examples of third-party services we may use include [List specific third-party services like Google Analytics, social media plugins, advertising networks].

Your Choices Regarding Cookies

You have the right to decide whether to accept or reject cookies. You can manage your cookie preferences in the following ways:

Browser Settings: Most web browsers allow you to control cookies through their settings. You can usually modify your browser settings to block or delete cookies. Please refer to your browser's help documentation for instructions on how to manage your cookie preferences.

Please note that if you disable cookies, some features of our Website may not function properly.

Cookie Consent Tool: We may implement a cookie consent tool on our Website that allows you to customize your cookie preferences.

Opt-Out Links: Some third-party service providers offer opt-out mechanisms for their tracking technologies. For example, you can opt-out of Google Analytics tracking [Link to Google Analytics Opt-out].

How to Control Cookies Through Your Browser:
Google Chrome: [Link to Chrome cookie settings]
Mozilla Firefox: [Link to Firefox cookie settings]
Safari: [Link to Safari cookie settings]
Internet Explorer: [Link to Internet Explorer cookie settings]
Microsoft Edge: [Link to Edge cookie settings]
(Replace the bracketed links with the actual links to your browser's
cookie settings documentation.)
Changes to This Cookie Policy
We may update this Cookie Policy from time to time to reflect changes in our practices or for other operational, legal, or regulatory reasons. We will notify you of any material changes by posting the new Cookie Policy on our Website and updating the "Last Updated" date. We encourage you to review this Cookie Policy periodically for any changes.
Contact Us
If you have any questions about our use of cookies and similar
technologies, please contact us at:

<u>admin@opscomply.com</u> or via the phone number on our website.

Accessibility Statement

Last Updated: [23/04/2025]

[Your Website Name] is committed to making our website accessible to everyone, including individuals with disabilities. We strive to provide an inclusive online experience that meets or exceeds the

requirements of the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA.

Our Ongoing Efforts

We are continuously working to improve the accessibility of our website.

Our efforts include:

Semantic HTML: Using clear and semantic HTML structure to ensure content is understandable and

navigable by assistive technologies.

Alternative Text for Images: Providing descriptive alternative text for all non-text content, such as

images, to convey their meaning to screen readers.

Keyboard Navigation: Ensuring that all website functionality is operable through a keyboard interface

without requiring a mouse.

Sufficient Color Contrast: Maintaining adequate color contrast between text and background to

ensure readability for users with low vision.

Resizable Text: Allowing users to resize text up to 200% without loss of content or functionality.

Clear and Consistent Navigation: Providing a clear and consistent navigation structure to help users

easily find the information they need.

Form Accessibility: Ensuring that all form elements are properly labeled and accessible to assistive

technologies.

Video Captions and Transcripts: Providing captions for video content and transcripts for audio content.

Conformance Status

We aim to conform to WCAG 2.1 Level AA. While we strive for full compliance, there may be some areas of the website that are still undergoing improvement. We appreciate your patience and understanding as we continue our accessibility efforts.

Feedback and Contact Information

We welcome your feedback on the accessibility of our website. If you encounter any accessibility barriers or have suggestions for improvement, please contact us at:

<u>admin@opscomply.com</u> or the phone number on our website.

Please provide specific details about the accessibility issue you encountered, including the web page or element you were trying to access. We will make reasonable efforts to address your concerns and make the necessary improvements.

Third-Party Content

Our website may contain content provided by third parties that may not adhere to the same accessibility standards. We are not responsible for the accessibility of this external content, but we encourage our third-party providers to strive for accessibility.

Ongoing Review

We regularly review our website and accessibility practices to identify and address any potential barriers. Our commitment to accessibility is ongoing as technology and best practices evolve.

Acceptable Use Policy

Last Updated: 23/04/2025

This Acceptable Use Policy (the "Policy") outlines the rules and guidelines for using [Your Website Name] (the "Website," "we," "us," or "our") and any related services, features, content, or applications we offer (collectively, the "Services"). By accessing or using our Services, you agree to comply with

this Policy.

Prohibited Conduct

When using our Services, you agree not to: Violate Laws: Engage in any activity that violates any

applicable local, state, national, or international law, regulation, or ordinance.

Infringe Rights: Infringe upon or violate the intellectual property rights (including copyright,

trademarks, patents, and trade secrets) or other rights of any third party.

Harm Others: Engage in any conduct that is defamatory, libelous, harassing, abusive, threatening,

discriminatory, hateful, or otherwise objectionable.

Impersonate Others: Impersonate any person or entity, or falsely state or otherwise misrepresent

your affiliation with any person or entity.

Disrupt Services: Interfere with or disrupt the operation of our Services or the servers or networks

used to make our Services available, including by hacking, cracking, spamming, or introducing viruses,

worms, or other malicious code.

Collect Data Improperly: Collect or harvest any personally identifiable information, including account

names, email addresses, or other such information, from our Services without authorization.

Engage in Commercial Activities Without Consent: Use our Services for any unauthorized commercial

purposes, such as advertising, solicitation, or the transmission of spam, without our express written

consent.

Misrepresent Content: Post or transmit any content that is false, misleading, or inaccurate.

Promote Illegal Activities: Promote or facilitate illegal activities or the sale of illegal or harmful goods

or services.

Circumvent Security Measures: Attempt to circumvent, disable, or defeat any security features or

measures of our Services.

Excessive Use: Engage in excessive or unreasonable use of our Services that may negatively impact the experience of other users or the performance of our Services.

Reverse Engineer: Attempt to reverse engineer, decompile, or disassemble any part of our Services, except to the extent that such activity is expressly permitted by applicable law.

Use Bots or Automated Systems: Use any robot, spider, scraper, or other automated means to access our Services for any purpose without our express written permission.

User-Generated Content

If our Services allow you to post, upload, or otherwise submit content ("User-Generated Content"), you are solely responsible for your User-Generated Content and the consequences of posting or publishing it. You agree that your User-Generated Content will not violate this Policy or any applicable laws. We have the right, but not the obligation, to monitor, review, and remove any User-Generated Content that we believe violates this Policy.

Reporting Violations

If you become aware of any activity that violates this Acceptable Use Policy, please notify us immediately at [Your Contact Information].

Consequences of Violations

We reserve the right to investigate any suspected violations of this Policy and to take appropriate action, which may include, but is not limited to:

Warning you about the violation.

Temporarily or permanently suspending your access to our Services. Removing or modifying any content that violates this Policy. Disclosing information about the violation to law enforcement authorities.

Taking legal action against you.

Changes to This Acceptable Use Policy

We may update this Acceptable Use Policy from time to time. We will notify you of any material changes by posting the new Acceptable Use Policy on our Website and updating the "Last Updated" date. We encourage you to review this Policy periodically for any changes. Your continued use of our Services after the posting of any changes constitutes your acceptance of the revised Policy.

Contact Us

If you have any questions about this Acceptable Use Policy, please contact us at:



<u>admin@opscomply.com</u> or at the phone number on our website.