

## **Privacy Policy for Golden Top**

At Golden Top, we recognise and respect the importance of your privacy. This Privacy Policy outlines how we collect, use, and protect your personal information when you visit our website or use our services. By accessing or using our website, you agree to the terms outlined in this policy.

### **Information We Collect:**

1. **Personal Information:** When you visit our website or use our services, we may collect personal information such as your name, email address, contact information, and any other information you voluntarily provide to us.
2. **Usage Information:** We may also collect non-personal information about your usage of our website, such as your IP address, browser type, device information, and other analytics data.

### **How We Use Your Information:**

1. **To Provide Services:** We use the information we collect to provide, maintain, and improve our services, customise your experience, and respond to your inquiries or requests.
2. **Communication:** We may use your email address to send you updates, newsletters, promotional offers, or other communications related to our services. You can opt-out of receiving these communications at any time.
3. **Analytics:** We may use the information collected to analyse trends, track user activity, and gather demographic information to improve our website and services.
4. **Legal Compliance:** We may use your information to comply with applicable laws, regulations, or legal processes.

### **Information Sharing:**

We do not sell, trade, or otherwise transfer your personal information to third parties without your consent, except as described in this Privacy Policy or as required by law. However, we may share your information with trusted third-party service providers who assist us in operating our website or providing our services, subject to confidentiality agreements.

### **Data Security:**

We take reasonable measures to protect the security and integrity of your personal information. However, please be aware that no method of transmission over the internet or electronic storage is 100% secure, and we cannot guarantee absolute security.

### **Your Rights:**

You have the right to access, update, or delete your personal information at any time. If you would like to exercise any of these rights or have any questions about our Privacy Policy, please contact us using the information provided below.

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

We reserve the right to update or modify this Privacy Policy at any time. Any changes will be effective immediately upon posting on our website. We encourage you to review this Privacy Policy periodically for any updates.

### **Contact Us:**

If you have any questions or concerns about our Privacy Policy or our practices regarding your personal information, please contact us at via our contact us page.

**Effective Date:** This Privacy Policy is effective as of 22<sup>nd</sup> of March, 2024.