# **Privacy Policy for ICAEA Middle East**

Effective Date: 2 Jan 2024

Welcome to ICAEA Middle East ("we," "our," or "us"). This Privacy Policy is designed to help you understand how we collect, use, disclose, and safeguard your personal information when you visit our website, ICAEA Middle East ("Website"). By using our Website, you consent to the practices described in this policy.

#### 1. Information We Collect

1.1. Personal Information: We may collect personal information, including but not limited to your name, email address, postal address, phone number, and any other information you voluntarily provide to us through our contact forms or other means.

1.2. Usage Information: We may collect non-personal information about your interactions with our Website, such as your IP address, browser type, operating system, referring URL, pages viewed, and access times. This information helps us analyze trends and improve our services.

2. How We Use Your Information

We may use the information we collect for various purposes, including but not limited to:

2.1. Providing Services: To provide you with the information or services you request from us.

2.2. Communication: To respond to your inquiries, requests, or comments.

2.3. Marketing: To send you newsletters, updates, and promotional materials (you can opt out at any time).

2.4. Analytics: To analyze and improve the content and functionality of our Website.

3. Disclosure of Your Information

We may share your personal information with:

3.1. Service Providers: Trusted third-party service providers who assist us in operating our Website and providing our services.

3.2. Legal Authorities: When required by law, legal process, or to protect our rights, safety, or property.

# 4. Cookies and Tracking Technologies

We use cookies and similar tracking technologies to enhance your experience on our Website. You can manage your cookie preferences through your browser settings. For more information, please refer to our Cookie Policy [link to your Cookie Policy page].

### 5. Data Security

We implement reasonable security measures to protect your personal information. However, no method of data transmission over the internet or electronic storage is 100% secure. We cannot guarantee the absolute security of your information.

### 6. Third-Party Links

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

# 7. Children's Privacy

Our Website is not intended for individuals under the age of 13. We do not knowingly collect personal information from children. If you believe we have unintentionally collected information from a child, please contact us, and we will promptly delete it.

# 8. Changes to This Privacy Policy

We may update this Privacy Policy as our practices change or to comply with legal requirements. We will post the revised policy on our Website with an updated effective date.

# 9. Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or our data practices, please contact us at INFO@ICAEA.ME