

DOCUSAGE - LEGAL PRIVACY POLICY

Personal Information We Collect

At DocuSage, we collect various kinds of personal information, including but not limited to:

- **User Contact Information:** This encompasses your name, email address, professional title, and potentially your company name.
- **Interaction Data:** Data related to our communication with you, such as when you reach out to us via the add-in, email, or other channels.
- **Usage Data:** Information about how you use our add-in, including features used, frequency of use, and any issues or errors encountered.
- **Device Information:** Details about your device that are often necessary for ensuring compatibility and optimizing performance. This might include the type of device you are using, its operating system, screen resolution, and other relevant specifications.

How We Use Your Personal Information

We use the collected information for a variety of purposes:

- **Add-in Delivery and Improvement:** To provide, maintain, and improve our add-in, we need to understand how users are interacting with it and where improvements can be made.
- **Communication:** To communicate with you about updates, changes, or issues related to the add-in.
- **Support:** To provide user support, addressing any questions, issues, or feedback you might have.
- **Compliance and Security:** To ensure that we are adhering to all relevant laws and regulations, and to protect the rights, privacy, and safety of our users and ourselves.

How We Share Your Personal Information

Your privacy is important to us, and we only share your personal information in the following circumstances:

- **Service Providers:** Third parties who provide services for us that are necessary for delivering and improving the add-in, such as cloud storage providers, data analysis firms, or customer service platforms.
- **Legal Requirements:** If we are required to do so by law, for example, in response to a subpoena or other legal process.

- **Business Transfers:** If we are involved in a merger, acquisition, or sale of all or a portion of our assets, your information may be transferred as part of that transaction.

Your Choices

You have several choices when it comes to the information you provide to us:

- **Access or Update Your Information:** If you have an account with us, you can review and update your account information.
- **Opt-Out of Communication:** You can choose to opt-out of non-essential communications from us.
- **Decline to Provide Information:** If you choose not to provide certain pieces of information, be aware that it may impact the quality of the service we can provide.

Changes to Our Privacy Policy

We reserve the right to make changes to our privacy policy at any time. When significant changes are made, we will notify you through appropriate means, such as a notice on our website or an email notification. We encourage you to periodically review this policy for any changes.

Contact Us

If you have any questions about our privacy policy or practices, or if you wish to exercise any of your rights, please contact us at [your contact email address].

