



Data Privacy Policy

1. INTRODUCTION

Gratus, Inc. is committed to protecting the privacy and confidentiality of personal data collected or processed during its business operations. This Data Privacy Policy outlines the principles and practices that govern the collection, use, and disclosure of personal data by the Company.

2. SCOPE

This Policy applies to all employees, contractors, vendors, and third parties who collect, use, or process personal data on behalf of the Company. It also applies to all personal data collected from customers, clients, partners, and other individuals.

3. PERSONAL INFORMATION COLLECTION

We may collect personal information, such as name, address, email, phone number, and job title, from customers, employees, and stakeholders. We collect personal information through various channels, such as our website, email, phone, and in-person interactions. We may also collect personal information from third-party sources, such as service providers and business partners.

4. USE OF PERSONAL INFORMATION

The Company will only use personal data for the purposes for which it was collected or as otherwise permitted by applicable laws and regulations. Personal data may be used for, but not limited to, the following purposes:

- Providing products or services requested by individuals;
- Communicating with individuals about products, services, or other business-related matters;
- Conducting market research, analytics, and improving business operations;
- Managing and administering employee or contractor relationships;
- Complying with legal or regulatory requirements;
- Protecting the rights and interests of the Company or its customers.

5. DISCLOSURE

The Company may share personal data with third parties for legitimate business purposes, including but not limited to, service providers, vendors, contractors, and business partners. Personal data may also be disclosed to comply with legal or regulatory requirements, or in response to lawful requests from public authorities. The Company will take appropriate measures to ensure that third parties receiving personal data are bound by confidentiality obligations and provide adequate protection to the personal data.

6. DATA RETENTION

Personal data will be retained for as long as necessary to fulfill the purposes for which it was collected or as required by applicable laws and regulations. When personal data is no longer needed, it will be securely disposed of or anonymized, unless otherwise required by law.

7. DATA SECURITY AND PROTECTION

Gratus, Inc. is committed to maintaining the security and confidentiality of personal data. Appropriate technical, organizational, and administrative measures will be implemented to protect against unauthorized access, loss, or misuse of personal data. Employees, contractors, and third parties who have access to personal data will be trained and required to comply with the Company's data privacy and security policies.

We take appropriate technical and organizational measures to protect personal information from unauthorized access, use, disclosure, alteration, or destruction. We limit access to personal information to authorized employees and third-party service providers who need to know the information to perform their duties. We regularly review and update our security measures to ensure they are effective and appropriate.

8. RIGHTS

Individuals have the right to access, correct, and delete their personal information, as well as the right to object to the processing of their personal information. Individuals may exercise these rights by contacting us through contact@gratusinc.net. We will respond to all requests in accordance with applicable data protection laws.

9. POLICY UPDATES

This Data Privacy Policy may be updated from time to time to reflect changes in business operations, legal or regulatory requirements, or industry best practices. The updated Policy will be communicated to employees, contractors, and other relevant parties, and will be made available on the Company's website or other communication channels.

10. COMPLIANCE

Compliance with this Data Privacy Policy is mandatory for all employees, contractors, and third parties who collect, use, or process personal data on behalf of the Company.

11. CONTACT

For any questions and/or concerns on this Policy or any matter relating to data privacy policies, exercise of your rights pertaining to your Personal Information or any feedback that you may have about our processing of Personal Information, please send us an email at contact@gratusinc.net