

# Privacy Policy

Last Updated: March 3, 2026

## 1. Introduction

IT Build Group ("we," "us," or "our") respects your privacy and is committed to protecting your personal data. This privacy policy explains how we collect, use, disclose, and safeguard your information when you visit our website <https://itbuild.app> (the "Site").

IT Build Group operates under the legal entity **VIA SUPREME (HK) LTD**, a company registered in Hong Kong SAR. The Site is an informational and marketing resource for the IT Build business automation platform. Use of the platform itself is governed by separate privacy terms.

Please read this privacy policy carefully. If you do not agree with the terms of this privacy policy, please do not access the Site.

## 2. Information We Collect

### 2.1 Personal Data You Provide to Us

We may collect the following personal information that you voluntarily provide to us:

- **Contact Information:** Name, email address, phone number, company name, job title
- **Communication Data:** Information contained in any correspondence you send to us, including contact form submissions, email inquiries, and support requests
- **Business Information:** Details about your business, project requirements, and consultation requests

### 2.2 Information Automatically Collected

When you visit our Site, we automatically collect certain information about your device and browsing actions:

- **Technical Data:** IP address, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform, device type
- **Usage Data:** Information about how you use our Site, including pages viewed, time spent on pages, links clicked, and other actions

- **Analytics Data:** Website traffic patterns, user behavior patterns, and other statistical information

## 2.3 Cookies and Tracking Technologies

We use cookies and similar tracking technologies to track activity on our Site and hold certain information. Cookies are files with small amounts of data that are sent to your browser from a website and stored on your device.

Types of cookies we use:

- **Essential Cookies:** Required for the operation of our Site
- **Analytics Cookies:** Help us understand how visitors interact with our Site
- **Functionality Cookies:** Remember your preferences and settings
- **Performance Cookies:** Improve the performance and user experience of our Site

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.

## 3. How We Use Your Information

We use the information we collect for the following purposes:

### 3.1 To Provide and Maintain Our Services

- Process and respond to your inquiries and requests
- Provide customer support and technical assistance
- Communicate with you about our services and solutions

### 3.2 To Improve Our Services

- Analyze usage patterns and trends to improve our Site
- Develop new content and informational materials
- Test and enhance existing functionality
- Conduct research and development activities

### 3.3 For Business Operations

- Send administrative information, updates, and security alerts
- Manage our customer relationships and business operations
- Comply with legal obligations and enforce our terms

### 3.4 For Marketing and Communication

- Send you marketing communications about our services (with your consent where required)
- Provide information about industry news, technical updates, and company announcements
- Send newsletters and promotional materials (you may opt out at any time)

## 4. Legal Basis for Processing (GDPR)

If you are from the European Economic Area (EEA), our legal basis for collecting and using personal information depends on the data concerned and the context in which we collect it:

- **Consent:** You have given clear consent for us to process your personal data for a specific purpose
- **Contract:** Processing is necessary for a contract we have with you
- **Legal Obligation:** Processing is necessary to comply with the law
- **Legitimate Interests:** Processing is in our legitimate interests and does not override your rights

## 5. How We Share Your Information

We do not sell, trade, or rent your personal information to third parties. We may share your information in the following circumstances:

### 5.1 Service Providers

We may share your information with third-party service providers who perform services on our behalf, including:

- Web hosting providers
- Analytics services (e.g., Google Analytics)
- Email service providers
- Customer relationship management (CRM) systems

These service providers are contractually obligated to protect your information and use it only for the purposes for which it was disclosed.

## 5.2 Business Transfers

If we are involved in a merger, acquisition, or sale of assets, your personal information may be transferred. We will provide notice before your personal information is transferred and becomes subject to a different privacy policy.

## 5.3 Legal Requirements

We may disclose your information if required to do so by law or in response to:

- Valid legal processes (subpoenas, court orders, government requests)
- Enforcement of our terms and conditions
- Protection of our rights, privacy, safety, or property
- Investigation of fraud or security issues

## 5.4 With Your Consent

We may share your information for any other purpose with your explicit consent.

# 6. International Data Transfers

Your information may be transferred to and maintained on computers located outside of your state, province, country, or other governmental jurisdiction where data protection laws may differ.

If you are located outside Hong Kong and choose to provide information to us, please note that we transfer the data, including personal data, to Hong Kong and process it there.

We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy.

# 7. Data Security

We implement appropriate technical and organizational security measures to protect your personal information against unauthorized access, alteration, disclosure, or destruction, including:

- Encryption of data in transit using SSL/TLS protocols
- Secure server infrastructure and firewalls
- Access controls and authentication mechanisms
- Regular security assessments and updates
- Employee training on data protection and security practices

However, no method of transmission over the Internet or electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your personal data, we cannot guarantee its absolute security.

## 8. Data Retention

We will retain your personal information only for as long as necessary to fulfill the purposes outlined in this privacy policy, unless a longer retention period is required or permitted by law.

When we no longer need your personal information, we will securely delete or anonymize it.

Retention periods vary depending on:

- The nature of the information collected
- The purpose for which it was collected
- Legal and regulatory requirements
- Our legitimate business interests

## 9. Your Data Protection Rights

Depending on your location, you may have the following rights regarding your personal data:

### 9.1 Access and Portability

- The right to access and receive a copy of your personal data
- The right to receive your personal data in a structured, commonly used format

### 9.2 Correction and Deletion

- The right to request correction of inaccurate personal data
- The right to request deletion of your personal data (subject to certain exceptions)

### 9.3 Restriction and Objection

- The right to request restriction of processing of your personal data
- The right to object to processing of your personal data for certain purposes

### 9.4 Withdrawal of Consent

- The right to withdraw consent at any time (where processing is based on consent)

## 9.5 Complaint

- The right to lodge a complaint with a supervisory authority

To exercise any of these rights, please contact us using the contact information provided below. We will respond to your request within a reasonable timeframe and in accordance with applicable law.

## 10. Children's Privacy

Our Site is not directed to individuals under the age of 18. We do not knowingly collect personal information from children. If you are a parent or guardian and believe that your child has provided us with personal information, please contact us so that we can delete such information.

## 11. Third-Party Links

Our Site may contain links to third-party websites and services that are not operated by us. We have no control over and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services. We encourage you to review the privacy policy of every site you visit.

## 12. Changes to This Privacy Policy

We may update our privacy policy from time to time. We will notify you of any changes by:

- Posting the new privacy policy on this page
- Updating the "Last Updated" date at the top of this policy

You are advised to review this privacy policy periodically for any changes. Changes to this privacy policy are effective when they are posted on this page.

Your continued use of our Site after any modifications to this privacy policy constitutes your acceptance of such changes.

## 13. Hong Kong Specific Provisions

As a company registered in Hong Kong SAR, we comply with the Personal Data (Privacy) Ordinance (PDPO). Under the PDPO, you have specific rights regarding your personal data, and we are committed to handling your data in accordance with the six Data Protection Principles:

1. Purpose and manner of collection
2. Accuracy and duration of retention
3. Use of personal data
4. Security of personal data
5. Information to be generally available
6. Access to personal data

## 14. Contact Us

If you have any questions about this privacy policy, your personal data, or wish to exercise your data protection rights, please contact us:

### **IT Build Group**

**Legal Entity: VIA SUPREME (HK) LTD**

- **Email:** [info@itbuildgroup.com](mailto:info@itbuildgroup.com)
- **Website:** <https://itbuild.app>
- **Registered Address:** 21st Floor, CMA Building, 64 Connaught Road Central, Hong Kong, Hong Kong

We will respond to all requests, inquiries, or concerns within 30 days.

## 15. Consent

By using our Site, you consent to this privacy policy and agree to its terms.

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**IT Build — Business Automation Platform**

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