



Privacy Policy

This Privacy Policy governs the collection, use, and disclosure of your personal information and data by NeoDocs-IT Pty Limited ("we," "us," or "our"). By using our services, you agree to the terms of this Policy.

1. Information We Collect

Personal Information:

We store the information you entered when signing up to our web site and completing the registration form. This information is held by NeoDocs and it is not shared with any other person, entity, company or institution. It is solely held for NeoDocs use to communicate with you on our server.

Payment and Credit Card information:

NeoDocs does not store any credit or debit card information. All payments are processed by a 3rd party payment provider.

Your Queued task data and attachments (your data):

All data processed through your task queues including attachments are held in secure servers in Sydney Australia and are not copied or moved to any other location. This data is not shared with any other person, entity, company or institution.

Usage Data:

(e.g., IP address, browser type, operating system, referring URLs, pages visited, and other information about your interaction with our services).

We do not record or store any of the above data.

Device Information:

(e.g., device ID, device type, operating system, and unique device identifiers).

We do not record or store any of the above data.

2. How We Use Your Information

We use your information for the following purposes:

- Personalizing your experience.
- Communicating with you.
- Protecting the security of our services.

4. Data Security

We take reasonable measures to protect your information from unauthorized access, use, or disclosure. However, no method of transmission over the Internet or electronic storage is 100% secure. It is your responsibility to not share usernames, passwords or company id.

5. Your Rights

You have the right to:

- Access your information.
- Correct inaccuracies in your information.
- Delete your information.
- Object to the processing of your information.
- Restrict the processing of your information.
- Withdraw your consent.

6. Contact Us

If you have any questions about this Privacy Policy, please contact us at:

support@neodocs.com

7. Changes to this Policy

We may update this Privacy Policy from time to time. We will post any changes on our website.

8. Governing Law

This Policy shall be governed by and construed in accordance with the laws of Australia.