

## Privacy Policy of Work Visa Agency

Work Visa Agency LLC, based in Białystok, Poland, is committed to protecting your personal information. This Privacy Policy explains how we collect, use, store, and protect your data in connection with our website, [www.workvisaagency.com](http://www.workvisaagency.com), and any services offered.

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### 1. Data Controller

The data controller responsible for your personal data is:

- **Work Visa Agency LLC**
  - **Address:** UL. LEGIONOWA 10 /208, 15-099 Białystok, Poland
  - **Email:** [contact@workvisaagency.com](mailto:contact@workvisaagency.com)
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### 2. Types of Data Collected

We collect and process the following categories of personal data:

- **Contact Information:** Name, email address, phone number, and mailing address.
  - **Communication Data:** Information you provide in messages or requests via our website or email.
  - **Usage Data:** Information on how you interact with our website, including IP address, browser type, and pages visited.
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### 3. Purpose of Data Processing

We process your data for the following purposes:

- **To respond to inquiries:** We use your contact information to provide responses to your inquiries.
- **Service provision:** If you choose to use our services, we may process your personal information to deliver services and complete transactions.
- **Marketing (with consent):** With your consent, we may use your data to send you information about our services, promotions, and offers.
- **Compliance with legal obligations:** We may process your data to comply with legal requirements.

#### 4. Legal Basis for Processing

We process your data based on:

- **Contractual necessity:** When data processing is required for the execution of a contract with you.
  - **Legitimate interests:** When data processing is necessary to improve our services or ensure the security of our website.
  - **Consent:** For marketing purposes, we request your consent, which can be withdrawn at any time.
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#### 5. Data Sharing and Transfer

We do not share your personal information with third parties without your explicit consent, except in the following cases:

- **Service providers:** Trusted third-party service providers who assist us in operating our website and conducting our business.
  - **Legal requirements:** When required by law, regulation, or legal process.
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#### 6. Data Retention

We retain your data only for as long as necessary for the purposes outlined in this Privacy Policy or as required by law. After this period, your data will be securely deleted or anonymized.

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#### 7. Security Measures

We implement appropriate technical and organizational security measures to protect your data against unauthorized access, alteration, or destruction.

## 8. Your Rights

As a data subject, you have the following rights:

- **Access:** Request a copy of the data we hold about you.
- **Rectification:** Request correction of inaccurate or incomplete data.
- **Deletion:** Request deletion of your data when no longer necessary.
- **Objection:** Object to data processing based on legitimate interests.
- **Withdrawal of consent:** Withdraw your consent at any time for marketing purposes.

To exercise any of these rights, please contact us at [contact@workvisaagency.com](mailto:contact@workvisaagency.com).

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## 9. Cookies

Our website uses cookies to improve user experience and track website usage. For details on how we use cookies, please see our [Cookie Policy](#).

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## 10. Changes to This Privacy Policy

We reserve the right to update this Privacy Policy at any time. Changes will be posted on our website with the effective date of the update.

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## Contact Us

For any questions regarding this Privacy Policy or data protection practices, please contact us at [contact@workvisaagency.com](mailto:contact@workvisaagency.com).