

Quickwrks Privacy Policy

Effective Date: [Insert date]

Last Updated: [Insert date]

This Privacy Policy explains how **Quickwrks** (“Quickwrks,” “we,” “us,” or “our”) collects, uses, stores, shares, and protects personal data when you visit quickwrks.com (“Website”), submit an inquiry, submit a service request, communicate with us, or use any Website feature.

This Policy applies to the **main Website**. The Customer Dashboard is governed additionally by the separate **Customer Dashboard Privacy Policy**.

This notice is intended to be understandable independently and to identify the personal data collected, the purposes of processing, and the methods available to exercise applicable rights or withdraw consent. ^[1]

1. About Quickwrks

Quickwrks operates as a service-coordination and facilitation business. We may review requests submitted through the Website and, where appropriate, coordinate with subsidiaries, affiliates, or service-providing entities.

Quickwrks does not guarantee that every inquiry or service request will be accepted or that a service contract will be formed.

Data Fiduciary: Quickwrks

Website: quickwrks.com

Contact details: As given on website

Quickwrks has not appointed a separate Data Protection Officer at this time. Privacy requests and grievances may be submitted through the contact details published on the Website and in the footer.

2. Personal data we collect

Depending on how you use the Website, we may collect:

Information submitted by you

- Name.
- Business name.
- Phone number.

- Email address.
- City and state of the business.
- Message or inquiry.
- Description of requested services.
- Information voluntarily provided in correspondence.
- Marketing and communication preferences.

Technical information

When you visit or interact with the Website, we may receive technical information such as:

- IP address.
- Browser and device type.
- Operating system.
- Date and time of access.
- Pages visited.
- Referring website.
- Website interaction information.
- Security and diagnostic logs.
- Cookie and similar technology information.

We collect only information reasonably necessary for the relevant Website function, communication, service evaluation, security, or other stated purpose. The notice should itemise the personal data collected and identify the specific purpose connected with its use.

3. How we collect information

We may collect information:

- Directly from forms submitted on the Website.
- Through emails, telephone calls, or other communications.
- Through cookies and similar technologies.
- From the device or browser used to access the Website.
- From service providers supporting Website operation.
- From subsidiaries or affiliates where you have already interacted with them and sharing is permitted.

4. Purposes of processing

Quickwrks may process personal data for the following specific purposes:

- To respond to inquiries.
- To evaluate service requests.
- To contact you regarding your request.
- To understand your business requirements.
- To provide quotations or service information.
- To coordinate services with relevant subsidiaries or service providers.
- To establish and manage a customer relationship.
- To communicate about contracts, payments, and services.
- To operate, maintain, secure, and improve the Website.
- To prevent fraud, misuse, unauthorised access, and security incidents.
- To maintain business and communication records.
- To comply with applicable legal obligations.
- To send marketing communications where permitted by applicable law and supported by the appropriate consent or lawful basis.

Submitting an inquiry or service request does not guarantee acceptance, service provision, or creation of a binding contract.

5. Contact and service-request forms

The Website may contain separate forms for:

- General inquiries; and
- Requests to use Quickwrks services.

The forms may collect your name, business name, phone number, email address, business city, business state, and message or service requirements.

Information submitted through the service-request form is collected by Quickwrks for evaluating and responding to the request.

Information submitted through the inquiry form may be processed by **FormsFree**, a third-party form-processing provider, and transmitted to Quickwrks for responding to and managing the inquiry.

Quickwrks will update this Policy if the form provider, processing method, or relevant data-sharing arrangement changes materially.

6. Marketing communications

Quickwrks may use contact information to send service updates, offers, newsletters, or other marketing communications only where permitted by applicable law and supported by appropriate consent or another lawful basis.

Marketing consent is separate from the processing necessary to respond to an inquiry or service request.

You may withdraw marketing consent at any time by:

- Using the unsubscribe option in the relevant communication.
- Contacting Quickwrks through the published privacy contact.
- Using any available preference or consent-management facility.

Withdrawal of marketing consent will not affect processing lawfully carried out before withdrawal and will not necessarily stop essential service or security communications.

7. Sharing of personal data

Quickwrks may share relevant personal data with:

- Quickwrks subsidiaries and affiliates.
- FormsFree, for inquiry-form processing.
- Hosting, cloud-storage, email, communication, analytics, security, and technical-support providers.
- Payment providers, where payment facilities are used.
- Professional advisers, auditors, insurers, or legal representatives.
- Government authorities, courts, regulators, or law-enforcement bodies where legally required.
- Other persons where disclosure is necessary to protect rights, safety, systems, or property.

Quickwrks will seek to limit disclosure to information reasonably necessary for the relevant purpose.

Quickwrks does not sell personal data submitted through the Website.

8. Cookies and similar technologies

The Website may use cookies and similar technologies for:

- Essential Website functionality.
- Security and fraud prevention.
- Remembering preferences.
- Measuring Website performance.
- Understanding visitor interaction.

- Marketing or advertising, where applicable.

Some cookies may be provided by third parties, such as analytics, advertising, security, or embedded-content providers.

You may control cookies through your browser settings or any cookie-preference facility made available on the Website. Disabling essential cookies may affect Website functionality.

Quickwrks should update this section with the actual tools used, such as Google Analytics, Meta Pixel, reCAPTCHA, payment tools, or other third-party technologies, before publishing the Policy.

9. Third-party websites and services

The Website may contain links to third-party websites, payment providers, social-media platforms, or other external services.

Quickwrks does not control the privacy practices, security, availability, or content of third-party services. Your use of those services is governed by their own terms and privacy policies.

The FormsFree inquiry form and any future payment or analytics provider may process information under their own applicable policies in addition to this Policy.

10. Retention of personal data

Quickwrks intends to retain Website form submissions for **one month** from the date of submission.

Quickwrks may retain personal data for longer where necessary to:

- Comply with applicable law.
- Resolve disputes.
- Establish, exercise, or defend legal claims.
- Complete an ongoing customer relationship.
- Maintain accounting, security, audit, consent, or business records.
- Fulfil a purpose that has not yet been completed.

After the applicable retention period ends, Quickwrks will take reasonable steps to delete, anonymise, or securely dispose of personal data unless further retention is legally required or reasonably necessary for a permitted purpose.

Processing logs, traffic data, and related records may be subject to separate legal retention requirements. - -

11. Security

Quickwrks will use reasonable technical and organisational measures to protect personal data against unauthorised access, loss, misuse, alteration, disclosure, or destruction.

However, no website, internet transmission, or electronic storage system can be guaranteed to be completely secure.

You should not submit sensitive, confidential, or unnecessary information through a general Website form.

12. Children

The Website may be explored by persons of any age. Service requests, contractual arrangements, and paid services are intended for persons who are at least 18 years old and legally capable of entering into a binding contract under applicable Indian law.

Quickwrks does not knowingly seek unnecessary personal data from children through the Website. If you believe a child has submitted personal data unnecessarily, please contact Quickwrks through the published privacy contact.

13. Your rights

Subject to applicable law, you may have the right to:

- Request information about personal data processed by Quickwrks.
- Request correction, completion, or updating of inaccurate information.
- Request erasure of personal data no longer required for the stated purpose.
- Withdraw consent where processing is based on consent.
- Opt out of marketing communications.
- Raise a privacy grievance.
- Nominate another person to exercise applicable rights on your behalf.

To exercise a right, withdraw consent, or make a complaint, contact Quickwrks using the details published on quickwrks.com and in the Website footer. The notice should provide a direct method for withdrawing consent, exercising rights, and making a complaint. -

Quickwrks may request reasonable information to verify the requester's identity before processing a rights request.

14. Grievances

Privacy complaints or grievances should be sent to:

Quickwrks by the contact information given on website.

Quickwrks will review and respond to grievances in accordance with applicable law and its internal grievance process.

15. Changes to this Policy

Quickwrks may update this Privacy Policy to reflect changes in its services, forms, technology, third-party providers, data practices, or applicable law.

The revised version will be published on this page with an updated “Last Updated” date. Where legally required, Quickwrks will provide additional notice or request fresh consent.

16. Contact

For questions regarding this Privacy Policy, data requests, consent withdrawal, marketing opt-out, or privacy grievances, contact Quickwrks using:

Quickwrks

Website: quickwrks.com

Main Website Checkbox

For the inquiry form:

☐ I agree to Quickwrks processing the personal data I submit to review and respond to my inquiry in accordance with the [Privacy Policy].

For the service-request form:

☐ I agree to Quickwrks processing the personal data I submit to evaluate and respond to my service request in accordance with the [Privacy Policy].

For marketing:

☐ I agree to receive marketing communications, offers, and service updates from Quickwrks. I understand that I may withdraw my consent at any time.

The marketing checkbox should be separate and unchecked by default, rather than bundled with the form-submission or service-response consent. The privacy notice should be displayed before or at the time consent is requested.-

