

Privacy Policy (Q-Levels)

Last updated: March 5, 2026

This Privacy Policy explains how Q-Levels ("we", "us", "our") collects, uses, and protects personal data when you visit or use our website and services.

1. Who we are

Q-Levels is an independent project providing quality assurance / consulting and related professional services, operating primarily in Georgia.

2. What data we collect

We collect only the data needed to communicate with you and deliver our services.

You may provide:

- Name, email, phone number (if you submit a contact form or send a message)
- Company name and role (optional)
- Any information you include in messages, files, or requests

We may collect automatically:

- Technical data (IP address, browser type, device info)
- Usage data (pages visited, approximate location by IP, timestamps)
- Cookies and similar technologies (see Section 6)

3. How we use your data

We use your data to:

- Respond to inquiries and provide services
- Prepare proposals, contracts, invoices (if applicable)
- Improve the website and user experience
- Prevent abuse, fraud, and security incidents
- Comply with legal obligations (only when required)

4. Legal basis (general)

We process personal data when:

- You request information or services (performance of a request/contract)
- You give consent (e.g., optional marketing cookies where applicable)
- We have legitimate interests (security, analytics, website improvement)
- We must comply with legal requirements

5. Sharing of data (our position)

We do not sell, rent, or trade your personal data.

We do not transfer your personal data to third parties except in limited cases necessary to run the website or comply with law:

- Service providers (processors) that help us operate the site (e.g., hosting, email delivery, analytics, payment processors). These providers may process limited data on our behalf and are required to protect it.
- Legal compliance: when disclosure is required by applicable law, court order, or lawful request from authorities.
- Protection of rights: to protect our users, our services, and our legal rights (e.g., fraud prevention, security incidents).

6. Cookies

We may use cookies and similar technologies to:

- Keep the website functioning
- Understand how visitors use the site (analytics)
- Improve performance and content

You can control cookies through your browser settings. Disabling cookies may affect parts of the website.

7. Data retention

We keep personal data only as long as necessary:

- For communication and service delivery
- For accounting/tax records where applicable
- For resolving disputes and enforcing agreements

When data is no longer needed, we delete or anonymize it.

8. Security

We use reasonable technical and organizational measures to protect personal data from unauthorized access, loss, or misuse. However, no method of transmission over the internet is 100% secure.

9. International transfers

Our service providers (e.g., hosting, email, analytics) may process data outside Georgia or your country. We only work with providers that use appropriate safeguards and security measures.

10. Your rights

Depending on your location and applicable laws, you may have rights to:

- Request access to your personal data
- Request correction or deletion
- Object to certain processing
- Withdraw consent (where processing is based on consent)

To exercise your rights, contact us (see Section 12).

11. Children's privacy

Our services are not intended for children under 16. We do not knowingly collect personal data from children.

12. Contact

For privacy questions or requests, contact:

Email: kate.egorova.work@gmail.com