

# Privacy Policy

Last updated: March 2026

Kawa Works LLC ("Kawa Works", "we," "our," or "us") respects your privacy and is committed to protecting the information you share with us. This Privacy Policy explains how we collect, use, and protect information when you visit our website(s), interact with our services, or communicate with our company.

This policy applies to all digital properties, services, communications, and products operated by Kawa Works.

## Information We Collect

We may collect information in several ways when you interact with Kawa Works.

## Information You Provide Voluntarily

You may provide information directly to us when you:

- Submit a contact form
- Inquire about services or projects
- Subscribe to newsletters or updates
- Communicate with us via email
- Participate in surveys, feedback forms, or communications

This information may include:

- Name
- Email address
- Company or organization name
- Project details or inquiry information
- Any other information you choose to provide.

## Automatically Collected Information

When you visit our website or digital services, certain information may be collected automatically, including:

- Browser type and version
- Device type
- IP address
- Approximate geographic location
- Pages visited
- Time spent on pages
- Referral source
- Interaction events on the website

This information helps us understand how visitors use the site and improve performance and usability.

# Cookies and Tracking Technologies

Kawa Works may use cookies, analytics technologies, and similar tracking tools to operate the site, improve performance, and understand how visitors interact with our content.

Cookies are small data files stored on your device when you visit a website. They allow websites to recognize returning visitors, remember preferences, and collect information about how the site is used. You may disable cookies in your web browser, but this may affect the functionality of certain parts of the website.

Cookies may be used for:

- Website performance and analytics
- User experience improvements
- Security and system monitoring

## Managing Cookies

Most web browsers allow you to control or disable cookies through browser settings. You can usually find these controls in the preferences or settings menu of your browser.

Disabling cookies may affect the functionality of certain parts of the website.

## Types of Cookies We May Use

### **Essential Cookies**

These cookies are necessary for the basic operation of the website, including security, performance, and core functionality.

### **Analytics Cookies**

We use analytics services such as Google Analytics to collect anonymous information about how visitors use the site. These cookies may track information such as pages visited, time spent on pages, device type, and general location.

### **Performance Cookies**

These cookies help us understand how the website performs so we can improve user experience and site functionality.

## Third-Party Cookies

Some cookies may be set by third-party services integrated into the website, such as analytics providers or embedded tools. These providers may collect information according to their own privacy policies.

## Analytics and Third-Party Services

We use third-party services to operate and improve our digital properties.

These services may process limited information necessary to perform their functions.

Examples of services we may use include:

- Google Analytics for website analytics
- Email publishing platforms for newsletters
- Website hosting providers
- Infrastructure and cloud services
- Communication tools and productivity platforms

These services may collect data in accordance with their own privacy policies.

For information on how Google processes data collected through websites that use its services, please see: <https://policies.google.com/privacy>

Users may opt out of Google Analytics tracking through the Google Analytics Opt-out Browser Add-on:

<https://tools.google.com/dlpage/gaoptout>

## How We Use Information

We may use collected information to:

- Respond to inquiries or project requests
- Provide services to clients
- Improve our website and digital experiences
- Communicate updates, newsletters, or company announcements
- Analyze usage and engagement
- Maintain the security and performance of our systems
- Develop new services, products, or creative work
- Creating and maintaining an account with us

- Completing your transactions
- Shipping your purchases
- Fulfilling customer service requests
- Communicating our sales and promotions
- Contacting you regarding updates to our company policies
- Operating and improving our services
- Analyzing how visitors interact with our website

We do not sell personal information to third parties.

## User Privacy Rights

Depending on your location, you may have the right to request access to, correction of, or deletion of personal information we hold about you. If you would like to make a request regarding your personal information, please contact us using the information listed below.

## Lawful Basis for Processing

We process personal information only when necessary for legitimate business purposes, including responding to inquiries, providing services, improving our website, and communicating with users who have chosen to contact or subscribe to updates from us.

## Children's Privacy

Our services are not directed toward individuals under the age of 13. We do not knowingly collect personal information from children. If we become aware that personal information has been collected from a child without appropriate consent, we will take steps to remove that information.

## Business and Client Communications

Information submitted through contact forms, email communications, or project inquiries may be retained for business purposes, including:

- responding to inquiries
- managing client relationships
- preparing proposals or agreements
- delivering contracted services.

## Information Sharing

We may share limited information with trusted service providers that help us operate our business and website. These providers may assist with services such as:

- website hosting
- analytics and performance monitoring
- newsletter distribution
- communication tools

- processing transactions
- fulfilling orders or delivering purchased items
- measure marketing and advertising performance

These providers are only given access to information necessary to perform their services and are expected to protect that information.

## Service Providers

We may use third-party vendors and service providers to support the operation of our website and services. These providers may have access to limited information necessary to perform tasks on our behalf and are contractually expected to protect that information.

## Data Security

We take reasonable administrative, technical, and organizational measures to protect personal information from unauthorized access, disclosure, or misuse.

While we strive to protect your information, no method of internet transmission or electronic storage can be guaranteed to be completely secure.

## Data Retention

We retain personal information only for as long as necessary to fulfill legitimate business purposes, comply with legal obligations, or maintain business records.

Analytics data may be retained in aggregate form for performance analysis.

## Business Transfers

If Kawa Works is involved in a merger, acquisition, or asset sale, user information may be transferred as part of that transaction.

## Third-Party Links

Our website may contain links to third-party websites, tools, or services. We are not responsible for the privacy practices of those third parties.

## Changes to This Policy

We may update this Privacy Policy from time to time to reflect changes in our services, technologies, or legal requirements. Updates will be posted on this page with a revised “Last updated” date.

## Contact

If you have questions about this Privacy Policy or how information is handled, feel free to contact us at:

Kawa Works LLC

[hello@kawaworks.net](mailto:hello@kawaworks.net)