

Privacy Policy

Effective Date: October 02, 2025

Company: Neo Padma (Pvt) Ltd. ('we,' 'our,' 'us')

Neo Padma values your trust. This Privacy Policy explains how we collect, use, and protect personal information when you interact with our website, services, and communications.

1. Information We Collect

- Basic contact details (name, email, phone number, company).
- Business information you provide when engaging with our services.
- Technical data such as IP address, browser type, and website usage (through cookies or similar tools).
- We do not collect sensitive personal data unless required for a specific service and with your consent.

2. How We Use Information

- Provide and improve our services.
- Respond to inquiries and communicate with you.
- Maintain security and compliance with legal requirements.
- Share updates about our services (you may opt out anytime).

3. Sharing of Information

- We do not sell or rent your personal information.
- We may share data only with:
 - Trusted service providers who assist in delivering our services.
 - Authorities if required by law.
- All third parties are bound to protect your information.

4. Data Security

- We use reasonable technical and organizational measures to safeguard your information against unauthorized access, alteration, or disclosure.

5. Your Rights

- You may request to:
 - - Access, update, or correct your personal data.
 - - Ask for deletion of your personal data (subject to legal requirements).
 - - Opt out of marketing communications.
- Requests can be made via the contact details below.

6. Cookies

- Our website may use cookies to improve functionality and user experience. You may disable cookies in your browser settings if you prefer.

7. Retention

- We retain personal information only as long as necessary for the purposes outlined in this policy or as required by law.

8. Changes to this Policy

- We may update this Privacy Policy from time to time. Any updates will be posted on this page with a revised 'Effective Date.'

9. Contact Us

- If you have questions about this Privacy Policy or how your information is handled, please contact us:
 - Neo Padma (Pvt) Ltd.
 - Colombo, Sri Lanka
 - Email: info@neopadma.com
 - Phone: +94 788 151 666