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## Privacy Policy

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When delivering our services, we may collect the client and prospect-related information to facilitate the efficient performance of our services to them, including your name and company, title, address, telephone, fax number, e-mail address, and specific or general opt-in or opt-out instructions.

We are privileged to receive the information provided by clients and prospects. We recognize the importance of personal privacy, and we respect the trust and loyalty that clients place in our business. In return, we guarantee that we will use all client-related personal information for internal business purposes only. We shall not sell, lease, or share that information with parties, public or private, outside our company.

If you have any concerns about maintaining the confidentiality of client information or privacy at our website, please, contact us at: [kteuscher@cics-americas.com](mailto:kteuscher@cics-americas.com)