

## Privacy Statement

YTranslations Ltd is committed to protecting the privacy of our collaborators. This privacy statement describes how we protect, gather, and use information from our collaborators. This privacy statement applies to all personally identifiable information obtained from or about the registered users (end user data).

"Personal information" means any information relating to an identified or identifiable individual. An individual is considered identified or identifiable if it is possible to identify him or her directly or indirectly. We may request the following types of personally identifiable information: name, address, e-mail address, telephone number, fax number, and information about your skills and professional experience, etc.

### Use of Personal Information

In some places on these websites you have the opportunity to send us personal information about yourself using an online form, to view or download specific privileged content, to request information from us, when you apply online for a position at YTranslations, or when you apply to become our collaborator and complete our online profile form.

We may keep and use your personal information to:

- Respond to your requests for information
- Develop records, including records of your personal information
- Contact you with information that might be of interest to you, including information about our services or available projects.
- Develop internal company reports, based on personal information, for promotion, research, and website content
- Track web site usage so we can improve website content and functionality
- Learn about our customers and markets
- For analytical purposes and to research, develop and improve marketing programs, products, services and content

We will not disclose your personal information outside of YTranslations Ltd and YTranslations.ro SRL without your express consent; we will, in particular, not sell, rent, or lease your personally identifiable information to any third parties. We will make the maximum effort to protect your personal information against misuse and will refrain from disclosing it to third parties.

Please be advised that in certain instances it may be necessary for YTranslations to disclose your personal information if we believe such action is necessary to:

- (a) comply with applicable law or legal processes
- (b) protect and defend the rights, property or legitimate interests of YTranslations (including



the enforcement of our agreements); or  
(c) act in urgent circumstances to protect the personal safety of users of YTranslations services or members of the public.

Please be advised that in accordance with the applicable legislation, every user/collaborator who has provided personal information to YTranslations may ask us to advise of the scope of information we process about him or her, the purpose and nature of the processing and the recipients of the information. You also have the right to be informed, right of access, of rectification, to erasure (to be forgotten), to restrict/block processing, right to data portability and the right to object.

## **Security**

Security is very important to us. We also understand that security is important to you. We take reasonable steps to protect your personal information from loss, misuse, and unauthorized access, disclosure, alteration, or destruction. You should keep in mind that no Internet transmission is ever 100% secure or error-free. In particular, e-mail sent to or from this site may not be secure, and you should therefore take special care in deciding what information you send to us by e-mail.

## **Retention**

The amount of time we retain personal data is:  
7 years after employment ends for our employees  
2 years after the last project for discontinued freelancers  
5 years after last purchase for our clients

We distribute e-mail only to persons or organizations who have explicitly requested it, or with which we have a pre-existing personal or business relationship that can be verified. We consider customer purchases and requests for information as valid connections for e-mail correspondence.

We may change this privacy policy at any time and for any reason. We encourage you to review this privacy policy each time you visit the website. By using this website, you agree to the terms of the most recent version of this privacy policy.

## **Choice/Opt-out**

We provide you the opportunity to “opt-out” of having your personally identifiable information used for certain purposes when we ask for this information. For example, you can opt out of not receiving our newsletter. If you wish to be excluded from all future communication, excluding mandatory billing issues or legal mandates, you may do so by emailing us at [info@ytranslations.com](mailto:info@ytranslations.com) and specifically stating that you wish to opt out of all communication and have your personal information removed from our databases.



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