

## Legal Notice & Privacy Policy

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The user of the website acknowledges having verified that the computer configuration used does not contain any virus and that it is in perfect working order.

The operator of the website makes every effort to provide users with available and verified information and/or tools, but cannot be held responsible for errors, lack of availability of functions and/or the presence of viruses on its website and/or on the website.

The information provided by the operator of the website is given for information purposes only and does not exempt the user from additional and personalised analysis.

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Consequently, the user acknowledges that he/she uses this information under his/her exclusive responsibility.

In accordance with Article 32 of the amended French Data Protection Act of 6 January 1978, the user is informed that the information communicated by the user when filling in the contact form on the site is intended for the website publisher, who is responsible for processing it for administrative and commercial management purposes as well as for commercial prospecting. The information required to respond to the request is indicated by an asterisk. If the mandatory fields are not filled in, the request may not be processed.

In accordance with the French Data Protection Act (Loi Informatique et Liberté) No. 78-17 of 6 January 1978, as amended, and the General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, known as the GDPR, you have the right to access, rectify, delete, limit and oppose the processing of your personal data. You can exercise your rights by sending an e-mail to the following address: [sos@traduso.fr](mailto:sos@traduso.fr)

The user is required to comply with the provisions of the French Data Protection Act of 6 January 1978, as amended, and with the General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, known as the GDPR, the violation of which is subject to criminal penalties.

In particular, the user must refrain, with regard to the personal data to which he/she has access, from any collection, any misuse and, in general, from any act likely to infringe the privacy or reputation of individuals.

The general structure, as well as the software, texts, images, animated or not, sounds, know-how and all other elements composing the site are the exclusive property of the website editor.

Any total or partial representation of this site without the express authorisation of the website publisher is prohibited and would constitute an infringement punishable by articles L.335-2 et seq. of the Intellectual Property Code.

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The website publisher cannot be held responsible for access by users via the hyperlinks set up within the framework of the website to other resources present on the Internet network.

## **PERSONAL DATA PROTECTION POLICY**

### **1. Collection of Information**

We collect information when you log on to our site, when you make a contact request. The information collected includes the name of your company/legal entity or your name in case of a natural person. In the case of a legal entity, the name of our contact person(s), their e-mail address and telephone number will also be recorded. The data necessary for invoicing will also remain in our possession. No payment will be made online from our site. If you have provided us with your bank details (RIB or IBAN), they will be processed securely in accordance with the RGPD.

When you connect to our website, we automatically receive and record information from your computer and browser, namely your IP address, your word processing software, their versions and type of hardware (PC, MAC, tablet, laptop, etc.).

### **2. Use of Information and Confidentiality and Disclosure to Third Parties**

We are the sole owners of the information collected on our sites. Any information we collect is used only for internal purposes and will never be sold, traded, transferred or given to any other company for any reason, except as may be required by law to investigate illegal activities, suspected fraud or situations involving potential threats to the physical safety of any person, violations of our terms of use, or when required by law. This does not include trusted third parties who assist us in operating our website, implementing or modifying our management program, or conducting our business, so long as those parties agree to keep this information confidential. Your data is never transferred or processed outside the European Union. We do not send out newsletters.

### **3. Protection of Information**

We implement a variety of security measures to keep your personal information safe and secure in accordance with the GDPR text with which we are in compliance. We use state-of-the-art encryption to protect sensitive information transmitted online. We also protect your information offline. Only employees and contractors who need to perform a specific job (for example, billing or customer service) have access to personally identifiable information. The computers and servers used to store personally identifiable information are kept in a secure environment.

### **4. Data Retention**

For internal management and tax purposes, we will automatically retain your data for 5 years plus the current year. If at the end of this period no business relationship is recorded between our companies, it will be automatically deleted from our servers. By entering into a business relationship with our company, you automatically and irrevocably accept this provision.

### **5. Unsubscribe**

We use the e-mail address you provide to send you information and updates about your order and occasional information about our language services. You can unsubscribe from receiving information about our services at any time. However, you will continue to receive information about your order. By requesting a quote, information or service, you irrevocably agree to the use of the e-mail addresses you have provided and accept our terms and conditions.

### **6. Consent**

By using our site, you consent to our privacy policy as described above.

You have the right to access, correct or delete your personal data by sending a request to the following address: [sos@traduso.fr](mailto:sos@traduso.fr). We have put in place all security measures to protect your data and we undertake to inform you of any possible security breach and the measures taken to remedy it.