

ABC Language Solutions, Inc.

Our Privacy and Data Protection Policies can be found below:

Privacy Policy

Last Updated: August 09, 2021.

ABC Language Solutions, Inc. ("us", "we", "Company", or "our") operates the <http://abc-lang.online/> website (the "Service"), which is a functional part of our corporate website www.abc-lang.com.

This privacy policy details how we respect privacy when we deal with personal information collected by ABC Language Solutions, Inc. This Privacy Policy applies to information we, ABC Language Solutions, Inc., collect about individuals who interact with our organization. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us at info@abc-lang.com.

We will not use or share your information with anyone except as described in this Privacy Policy.

We use your Personal Information for providing and improving the Service. By using the Service, you agree to the collection and use of information in accordance with this policy.

Information Collection And Use

1. PERSONAL DATA

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Enquiring about our organization and its work	Name, email, message	Legitimate Interests: it is necessary for us to read and store your message so that we can respond in the way that you would expect
Subscribing to email updates about our work	Name, email	Consent: you have given your active consent
Making a payment	Name, email, address, payment information	Legitimate Interests: this information is necessary for us to fulfil your request for service and your expectation of receiving a confirmation message.
Signing up as a client	Name, email	Contract: by registering as a client, you have entered into a contractual relationship with us as set out in our General Terms and Conditions for Clients .
Website functionality	Website activity collected through cookies	Legitimate Interests: it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect, such as remembering the contents of your order before you have fully completed process.
Signing up as a translator	Name, email	By registering as a translator, you have entered into a contractual relationship with us as set out in our General Terms and Conditions for Translators .

2. HOW WE USE YOUR DATA

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

- Reply to enquiries you send to us;
- Handle projects or other services that you order or initiate;
- Where you have specifically agreed to this, send you marketing communications by email relating to our work or services which we think may be of interest to you.
- Where you have specifically agreed to this, analyze marketing communications to better communicate with you.

3. WHEN WE SHARE YOUR DATA

We will only pass your data to third parties in the following circumstances:

- You have provided your explicit consent for us to pass data to a named third party;
- We are using a third-party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfills our legal obligations in relation to the use of third party data processors; or
- We are required by law to share your data.

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation. The Company has chosen third parties based on their high-standards for adherence to data protection. These third parties include, but are not limited to,

- Stripe (read their policies [here](#)) and PayPal (read their policies [here](#)) for donation payment processing;
- Google (read their policies [here](#)) for general correspondence, administration, and analytics;
- Facebook (read their policies [here](#)) for marketing communications.
- QuickBooks (read their policies [here](#)) for accounting management;
- and MailChimp (read their policies [here](#)) for marketing communications.

Stripe, Google, Facebook, and MailChimp have all self-certified to both the EU-U.S. Privacy Shield and Swiss-U.S. Privacy Shield regimes, and lawfully transfer EU/EEA personal data to the U.S. pursuant to Privacy Shield Certification.

4. HOW LONG WE KEEP YOUR DATA

We take the principles of data minimization and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

Where data is collected on the basis of consent, we will seek renewal of consent at least every three years.

5. RIGHTS YOU HAVE OVER YOUR DATA

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our marketing emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint if you feel your rights have been infringed.

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

6. COOKIES AND USAGE TRACKING

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, e.g. remembering your preferences, recording what you have put in your shopping cart, and counting the number of people looking at a website.

Where cookies are used to collect personal data, we list these purposes in Section 1 above, along with other personal data that we collect. However, we also use some cookies that do not collect personal information but that do help us collect anonymous information about how people use our website.

We may also collect information that your browser sends whenever you visit our Service ("Log Data"). This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages and other statistics.

In addition, we may use third party services such as Google Analytics that collect, monitor and analyze this type of information in order to increase our Service's functionality. Google Analytics generates statistical and other information about website usage by means of cookies, which are stored on users' computers. The information collected by Google Analytics about usage of our website is not personally identifiable. The data is collected anonymously, stored by Google and used by us to create reports about website usage. These third party service providers have their own privacy policies addressing how they use such information. Google's Privacy Policy is available at www.google.com/privacypolicy.

DoubleClick Cookie

Google, as a third party vendor, uses cookies to serve ads on our Service. Google's use of the DoubleClick cookie enables it and its partners to serve ads to our users based on their visit to our Service or other web sites on the Internet.

You may opt out of the use of the DoubleClick Cookie for interest-based advertising by visiting the Google Ads Settings web page: www.google.com/ads/preferences/

Behavioral Remarketing

ABC Language Solutions, Inc. uses remarketing services to advertise on third party web sites to you after you visited our Service. We, and our third party vendors, use cookies to inform, optimize and serve ads based on your past visits to our Service.

Facebook

Facebook remarketing service is provided by Facebook Inc., and includes remarketing on Instagram.

You can learn more about interest-based advertising from Facebook by visiting [this page](#).

To opt-out from Facebook's interest-based ads follow [these instructions](#) from Facebook.

Facebook adheres to the Self-Regulatory Principles for Online Behavioral Advertising established by the Digital Advertising Alliance. You can also opt-out from Facebook and other participating companies through the Digital Advertising Alliance in the USA <http://www.aboutads.info/choices/>, the Digital Advertising Alliance of Canada in Canada <http://youradchoices.ca/> or the European Interactive Digital Advertising Alliance in Europe <http://www.youronlinechoices.eu/>, or opt-out using your mobile device settings.

For more information on the privacy practices of Facebook, please visit Facebook's Data Policy: www.facebook.com/policy.php

Do Not Track Disclosure

We support Do Not Track ("DNT"). Do Not Track is a preference you can set in your web browser to inform websites that you do not want to be tracked.

You can enable or disable Do Not Track by visiting the Preferences or Settings page of your web browser.

7. OTHER USAGES

Communications

We may use your Personal Information to contact you with newsletters, marketing or promotional materials and other information that may be of interest to you. You may opt out of receiving any, or all, of these communications from us by following the unsubscribe link or instructions provided in any email we send or by contacting us.

Compliance With Laws

We will disclose your Personal Information where required to do so by law or subpoena or if we believe that such action is necessary to comply with the law and the reasonable requests of law enforcement or to protect the security or integrity of our Service.

Security

The security of your Personal Information is important to us, and we strive to implement and maintain reasonable, commercially acceptable security procedures and practices appropriate to the nature of the information we store, in order to protect it from unauthorized access, destruction, use, modification, or disclosure.

However, please be aware that no method of transmission over the internet, or method of electronic storage is 100% secure and we are unable to

guarantee the absolute security of the Personal Information we have collected from you.

International Transfer

Your information, including Personal Information, may be transferred to — and maintained on — computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

If you are located outside Canada / United States and choose to provide information to us, please note that we transfer the information, including Personal Information, to Canada / United States and process it there.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

Links To Other Sites

Our Service may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over, and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

Children's Privacy

Only persons age 18 or older have permission to access our Service. Our Service does not address anyone under the age of 13 ("Children").

We do not knowingly collect personally identifiable information from children under 13. If you are a parent or guardian and you learn that your Children have provided us with Personal Information, please contact us. If we become

aware that we have collected Personal Information from a children under age 13 without verification of parental consent, we take steps to remove that information from our servers.

8. MODIFICATIONS

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we will notify people whose personal data we hold and is affected.

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to, your email address, name, phone number, postal address ("Personal Information").

We collect this information for the purpose of providing the Service, identifying and communicating with you, responding to your requests/inquiries, servicing your purchase orders, and improving our services.

Changes To This Privacy Policy

This Privacy Policy is effective as of August 09, 2021 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

Contact Us

If you have any questions about this Privacy Policy, please contact us at info@abc-lang.com

Data Protection Policy

Last Updated: August 09, 2021; Next Review Date: July 31, 2022

Definitions:

- Company: means ABC Language Solutions, a registered Canadian Company.
- GDPR: means the General Data Protection Regulation.
- Responsible Person: means the Company's Managing Director.
- Register of Systems: means a register of all systems or contexts in which personal data is processed by the Company.

The Company needs to gather and use certain information about individuals. These can include supporters, suppliers, business contacts, employees and other people the organization has a relationship with or may need to contact. This policy describes how this personal data must be collected, handled and stored to meet the company's data protection standards — and to comply with the law.

This data protection policy ensures ABC Language Solutions, Inc:

- Complies with data protection law and follow good practice
- Protects the rights of staff, supporters, and partners
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

1. DATA PROTECTION PRINCIPLES

The Company is committed to processing data in accordance with its responsibilities under the GDPR and other subsequent laws.

Article 5 of the GDPR requires that personal data shall be:

1. processed lawfully, fairly and in a transparent manner in relation to individuals;
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organizational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures.”

2. GENERAL PROVISIONS

1. This policy applies to all personal data processed by the Company.
2. The Responsible Person shall take responsibility for the Company’s ongoing compliance with this policy.
3. This policy shall be reviewed at least annually.

3. LAWFUL, FAIR AND TRANSPARENT PROCESSING

1. To ensure its processing of data is lawful, fair and transparent, the Company shall maintain a Register of Systems.
2. The Register of Systems shall be reviewed at least annually.
3. Individuals have the right to access their personal data and any such requests made to the Company shall be dealt with in a timely manner.

4. LAWFUL PURPOSES

1. All data processed by the Company must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests ([see ICO guidance for more information](#)).
2. The Company shall note the appropriate lawful basis in the Register of Systems.
3. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
4. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the Company's systems.

5. DATA MINIMIZATION

1. The Company shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

6. ACCURACY

1. The Company shall take reasonable steps to ensure personal data is accurate.
2. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. ARCHIVING / REMOVAL

1. To ensure that personal data is kept for no longer than necessary, the Company shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
2. The archiving policy shall consider what data should/must be retained, for how long, and why.

8. SECURITY

1. The Company shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
2. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorized sharing of information.
3. When personal data is deleted this should be done safely such that the data is irrecoverable.

4. Appropriate back-up and disaster recovery solutions shall be in place.

9. BREACH

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data, the Company shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).

If you have any questions about our Data Protection Policy, please contact us at info@abc-lang.com.