

PRIVACY POLICY

This Website (“Website”) is operated by the BBT Translation Services Group of Companies of 1168 Woodland Terrace Trail, Altamonte Springs, FL 32714 (“BBT Translation Services”). The terms “BBT Translation Services” “we,” “us,” “our” and “ours” when used in this Privacy Statement means Breaking Barriers Translation Services, d/b/a BBT Translation Services Translations, BBT Translation Services its divisions and affiliated companies. The terms “you,” “your” and “yours” when used in this Privacy Statement means any user of this Website.

IMPORTANT: BY SUBMITTING PERSONAL DATA TO US AND/OR BY USING OUR WEBSITE YOU GIVE YOUR CONSENT THAT ALL PERSONAL DATA THAT YOU SUBMIT MAY BE PROCESSED BY US IN THE MANNER AND FOR THE PURPOSES DESCRIBED BELOW.

Scope of privacy statement

We are committed to the privacy and confidentiality of information provided by you to us. This privacy statement describes our current policies and practices with regard to personal data collected by us from you directly and/or through the Website to the extent that such personal data is protected by United States, Canadian and applicable European Union data protection laws. The term “personal data” refers to personally identifiable information about you, such as but not limited to your name, job description, e-mail address or mailing address and other contact information.

Notification of changes to this statement

We are continually improving our methods of communication and adding new functionality and features to this Website and to our existing services. Because of these ongoing changes, changes in the law and the changing nature of technology, our data practices will change from time to time. If and when our data practices change, we will notify you and the local data protection authority where required by law of the changes. We encourage you to check this page frequently.

Data Collection

In general, you can visit the BBT Translation Services Website without providing Personal Data, but there are times when BBT Translation Services will request personal information or data, such as if you wish to have someone from BBT Translation Services contact you with further information about our services.

Use of personal data

- We may contact you occasionally to inform you of new services we will be providing;
- We may send you regular updates on issues we think will be of interest to you;

- We may send you requested information on our services;
- We may use your personal data for marketing purposes and market research; and
- We may use your personal data internally to administer this Website and help us improve our services.

Unsubscribe

We hope you will be delighted with our products and services. However, if you do not wish to receive e-mails from us and want to be removed from our electronic mailing list, please reply to the e-mail with “remove” in the subject heading. Your right to unsubscribe will be detailed in the e-mails we send you.

If you also wish to be removed from our post marketing database, please reply to the e-mail with “remove” in the subject heading or by writing to us at the address given below.

Anonymous data collected through this Website

In addition to the information we collect as described above, we use technology to collect anonymous information about the use of our Website. For example, our Web server automatically logs which pages of our Website our visitors view, their IP addresses and which Web browsers our visitors use. This technology does not identify you personally; it simply enables us to compile statistics about our visitors and their use of our Website. Our Website contains hyperlinks to other pages on our Website. We may use technology to track how often these links are used and which pages on our Website our visitors choose to view. Again this technology does not identify you personally; it simply enables us to compile statistics about the use of these hyperlinks.

Cookies

In order to collect the anonymous data described herein, we may use temporary “cookies” that remain in the cookies file of your browser until the browser is closed.

Cookies by themselves cannot be used to discover the identity of the user. A cookie is a small piece of information which is sent to your browser and stored on your computer’s hard drive. Cookies do not damage your computer. You can set your browser to notify you when you receive a cookie. This enables you to decide if you want to accept it or not.

We also use your IP address to help with server problem diagnosis and to administer our Website. An IP address is a numeric code that identifies your computer on a network, or in this case, the Internet. Your IP address is also used to gather broad demographic information. We may also perform IP lookups to determine which domain you are coming from (i.e: aol.com, yourcompany.com) to more accurately gauge our users’ demographics.

Disclosure of your personal data

We do not share, sell or distribute your personal data with unrelated third parties, except as otherwise provided for in this privacy statement and under these limited circumstances:

- In order to provide you with the information or products which you have requested, personal data may occasionally be transferred or shared with other companies within our group of companies and third parties who act for us for further processing in accordance with the purposes for which the data was originally collected or for purposes to which you have subsequently consented. For example, sometimes a third party may have access to your personal data in order to support our information technology or to handle mailings on our behalf.
- We will keep your contact details on our database and may where you have consented deliver via e-mail or post information about our other products and services which may be of interest to you. If you do not wish to receive e-mails or post from us for these purposes, please let us know by following the “unsubscribe” procedure described herein.
- Where you have consented, we may also share your personal data with other companies within our group of companies or disclose your personal data to other businesses who may contact you about their products or services that may interest you.
- We may share, transfer or disclose the information in our databases and server logs to comply with a legal requirement, for the administration of justice, to interact with anti-fraud databases, to protect your vital interests, to protect the security or integrity of our databases or this Website, to take precautions against legal liability, or in the event of our sale, merger, reorganization, dissolution or similar event.
- Where appropriate, before disclosing personal data to a third party, we contractually require a third party to take adequate precautions to protect that data and to comply with applicable law.

Data access and corrections

Upon receipt of your written request and enough information to permit us to identify your personal data, we will disclose to you the personal data we hold about you, for which we may make a small charge. We will also correct, amend or delete any personal data that is inaccurate and notify any third party recipients of the necessary changes. You may update any information you have given to us by contacting us at the address given below.

Requests to delete personal data are subject to any applicable legal and ethical reporting or document retention obligations imposed on us.

Links to other Websites

This Website may contain hyperlinks to Websites that are not operated by us. These hyperlinks are provided for your reference and convenience only and do not imply any endorsement of the activities of these third-party Websites or any association with their operators. We do not control these Websites and are not responsible for their operation, data or privacy practices. We urge you to review any privacy policy posted on any site you visit before using the site or providing any personal data about yourself.

Transfer of data abroad

If you are visiting this Website from a country other than the country in which our servers are located (currently United States of America), the various communications will necessarily result in the transfer of information across international boundaries. In addition, BBT Translation Services is a global company, with offices and operations outside the United States. When you submit personal information to BBT Translation Services through its Website, you agree that your information may be transferred across national boundaries and may be stored and processed in any of the countries in which BBT Translation Services and its affiliates are located.

By visiting this Website and communicating electronically with us, you consent to the processing and transfer of your data as set out in this privacy statement.

Governing law

This Privacy Statement forms part of our Website Terms of Use and as such shall be governed by and construed in accordance with the laws of the State of Florida, United States without regard to any conflict of law's provisions.

Contact us; mail unsubscribe

If you no longer wish to receive electronic mail, please reply to the e-mail with the word "remove" in the subject heading, or, by writing to us at:

BBT Translation Services Attn.: Opt-Out Listmaster 1168 Woodland Terrace Trail, Altamonte Springs, Fl 32714

Feedback

We welcome comments about this privacy statement. If you have any questions about this statement or any part of our service, you may contact us by e-mailing mail@bbt-translations.com.

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