



## Your Spanish Translation: Security & Privacy Policy

### **Your Spanish Translation, Inc. Privacy Policy for Customers and Clients**

At Your Spanish Translation, Inc. we maintain the utmost respect and confidentiality for all of our client's documents. Accordingly, Your Spanish Translation and all affiliates (Day Translations, Inc., Day Commerce, Inc.) will use your personal information only for the following purposes:

#### **Our purpose in collecting personal information.**

Personal information means information about you which is, or can be, tied to you as an individual.

We collect personal contact information including your original document and translated document and store it in our database to have on hand to be able to redistribute these documents to you, the client, in the event that you lose the document and need a back-up or would like to have updates made to the document. We also use personal information to:

- Contact you
- deliver the services you want;
- administer our businesses;
- develop and communicate special offers;
- provide customer service; and
- respond to legal process (such as subpoenas and warrants).

#### **What information we collect and how we collect it.**

The information we collect may include:

- contact information, phone numbers, service preferences, and other information you provide when you do business with us online.
- your location and industry to see where our customers come from..

#### **How we use personal information.**

We do not sell or rent personal information to others.

We do not use cookies on your website

We do not disclose personal information to non-Affiliates except in the instance that you request us to do so.

**We take reasonable steps to protect your personal information.**

We maintain a database of only your contact information and your original documents and translated documents solely for the purpose of saving your files in case your need to refer back to them and for our accounting purposes.

**Health care and international data.**

- We handle all of your information with privacy and do not redistribute this information either without your permission.

**Modifications to our privacy policies.**

We reserve the right to change our privacy policies at any time, except as may be prohibited by law. We will post revisions online. Use of our services after posted changes means that you consent to the privacy policies as changed.

**Contact us for more information about our privacy policies.**

If you have questions about our privacy policies, contact us at [shopwood@yourspanishtranslation.com](mailto:shopwood@yourspanishtranslation.com)

Your Spanish Translation, Inc.,  
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