

# Data Privacy Notice for Clients

## Our Privacy Policy

Your privacy is very important to us. This policy outlines who we are, what personal information we collect, how we use it, and how you may update your personal information.

We do not and will not sell your personal information. We also do not offer a financial incentive or price or service difference in exchange for the retention or sale of your personal information. We do not discriminate against individuals who exercise their privacy rights.

## Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data of European citizens or residents ("EU Personal Data") is governed by the EU General Data Protection Regulation (referred to herein as the "GDPR").

## Who are we?

Techne Translations, LLC and any affiliated and subsidiary entities (collectively, "Techne Translations", "we", "us" or "our") is in receipt of your personal information pursuant to a contract or other agreement between Techne Translations and one of our clients or pursuant to information you have provided directly to us. This means that either our client or you, as applicable, is the data controller who determines the purposes and means by which Techne Translations, as data processor, processes your personal data, including sending to third party applications where required.

## How do we process your personal data?

Techne Translations complies with its obligations under relevant data privacy laws, including the GDPR, by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorized access and disclosure, and by ensuring that appropriate technical measures are in place to protect personal data.

Your personal data that was provided to Techne Translations will be stored on Techne Translations' premises and securely in data centers in the United States and/or Europe for the purpose of providing you with access to our services and technology platforms.

## Why are we collecting your personal data?

We use your personal data for the following purposes:



- To provide access to Techne Translations' services
- To administer and manage user accounts and take action with respect to user accounts
- To provide user support
- To look into any complaints or questions you may raise
- To inform you of opportunities, events and activities we are undertaking (e.g. upgrades, downtime, training, feedback)
- To gather business intelligence about usage trends which may be derived from personal information
- To transmit data directly to another data processor, to a client of Techne Translations or to a client of a Techne Translations client in connection with services being rendered to any such parties

### **What type of personal data do we have?**

The personal data about you that we retain allows you to successfully work with our technology platforms and is usually limited to the following:

- Your name, email address, and a username if you are using one of our technology platforms,
- Your IP address,
- Your country of residence or time zone, and
- The company you are directly working for or providing services to while using one of our technology platforms.

### **What is the legal basis for processing your personal data?**

We are processing your personal information under several legal bases, including because it is:

- necessary for compliance with our legal obligations
- necessary for the performance of a contract between Techne Translations and you, Techne Translations and a Techne Translations client or between you and a Techne Translations client (e.g., to allow you to submit or execute projects)
- necessary for our legitimate business interests (e.g., engaging with Techne Translations clients in order to satisfy contract requirements and for record keeping purposes)
- necessary for the establishment, exercise, or defense of legal claims and/or
- pursuant to your consent

### **Sharing your personal data**

Your personal data will be treated as strictly confidential and will be shared only internally among Techne Translations employees and in certain limited circumstances, with third parties, such as other technology applications used in the provision of our services.

## **How long do we keep your personal data?**

We will keep your personal data for no longer than reasonably necessary for our ongoing business relationship and for record keeping purposes and in case of any legal claims or complaints.

## **Your rights and your personal data**

Depending on your country and/or state of residence, as well as our relationship to you, you may have the following rights with respect to your personal data:

The right to request a copy of your personal data which Techne Translations holds about you (for European or United Kingdom residents)

The right to know the categories and purposes of personal data that we collect about you (for California residents)

The right to request that Techne Translations corrects any personal data if it is found to be inaccurate or out of date (for European or United Kingdom residents)

The right to request your personal data is erased where it is no longer legally necessary for Techne Translations to retain such data (for European, United Kingdom and California residents)

The right to withdraw your consent to the processing at any time (for European or United Kingdom residents)

The right to request that Techne Translations provide you, as the data subject, with your personal data and where possible, to transmit that data directly to another data controller (for European, United Kingdom or California residents)

The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing (for European or United Kingdom residents)

The right to lodge a complaint with governmental agencies or Data Protection Authorities as provided for in the GDPR (for European or United Kingdom residents).

To exercise your rights to data rectification, erasure, portability, access and/or restricted processing, please email [info@technetranslations.com](mailto:info@technetranslations.com).

## **Storage of Data**

Your personal data will be stored on Techne Translations' premises in the United States and/or Europe, and in secure form in cloud datacenters in the United States or Europe. Techne Translations complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not retaining excessive amounts of data; by protecting



personal data from loss, misuse, unauthorized access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

### **Further Processing**

If we wish to use your personal data for a new purpose not covered by this Data Privacy Notice, we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Contact Details**

To exercise all relevant rights, queries or complaints, please contact:

Attn: Techne Translations Data Privacy Officer

USA: +1 844 374 8880

Germany: +49 (0)3222 1850901

info@technetranslations.com

### **Consent**

To opt out of Techne Translations processing your personal data, contact Techne Translations' Data Privacy Officer listed above. It is recommended to submit your request in writing. Please note that if you opt-out, you will no longer have access to Techne Translations' services and technology platforms.

To exercise your rights to data rectification, erasure, portability, access, and/or restricted processing, please email info@technetranslations.com.