



5 Aughrim Road, Killeel, Co. Down, N. Ireland, BT34 4HR

Tel: +44 (0)28 417 98042 Mob: +44 (0)7922 856 415

www.verbumtranslators.ie

Privacy Policy

We take privacy issues seriously and we are committed to protecting your information. This privacy policy explains what information is being collected about you and how personal information is stored and protected. This privacy policy has been developed in accordance with our legal obligations.

What information is being collected about you?

We hold information that you present to Verbum Translators when you request a Quote, place an Order, apply to work as a Resource or use our Contact Us form.

We may use this information for statistical purposes, however no personal information is revealed – unless provided by you.

How is my personal information stored?

Your personal information is stored in our database and paper file. We ensure that the database and file is secure and can only be accessed by authorised people.

How is personal information protected?

All information that Verbum Translators holds concerning you as a Resource or Customer will be held and processed by Verbum Translators strictly in accordance with the provisions of the Data Protection Act 1998. Verbum Translators protects the privacy of your information using secure servers. Such data will be used by Verbum Translators to administer our relationship with you and for related purposes.

If any information we hold about you is inaccurate we will do our best to correct it quickly once you notify us.

Who will have access to the information?

Only authorised people are permitted to have access to the personal information we hold about you. We do not divulge your personal information to any third parties unless we are required to by law.

Cookies

When you use the Verbum Translators website, a small number of cookies are set. These are:

- 1) Cookie acceptance cookie (cookieAcceptanceCookie): A cookie that indicates that you have read and accepted Verbum Translators's cookie statement
- 2) __atuvc: A cookie issued by the "AddThis" service which we use throughout the Verbum Translators website to allow content to be shared between different services. This cookie expires after two years and is set in line with the

AddThis Privacy Policy: <http://www.addthis.com/privacy/privacy-policy>

- 3) Google Analytics (__utma, __utmb, __utmc, __utmv, __utmz): We use Google Analytics to monitor how our site is working, which areas are most popular and a number of quality indicators. Google Analytics may set up to five cookies, all of which contain anonymous data.
- 4) A session cookie: A cookie issued by the Verbum Translators website itself when the Cookie acceptance cookie is set, in order to keep you logged in while you are browsing the site.

Additional cookies may sometimes be set by third-party services used through the Verbum Translators website. These include but are not necessarily limited to Google, Twitter, YouTube and Facebook.

None of the cookies above contain any personal data or information that could be used to identify you personally.

Their purpose is solely to improve the functionality and quality of service of the Verbum Translators website.