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Privacy Policy

FINVERBUS Translations is committed to protecting and respecting your privacy. By means of this privacy notice FINVERBUS Translations with registered office located at Strada du Nisorin 16, 6921 Vico Morcote, Switzerland, informs you about our practices concerning the data processing that may be carried out by FINVERBUS Translations acting as data controller.

This Policy together with our Terms and Conditions, Terms of Use, our Cookies Policy sets out the basis on which any personal data we collect from you, or that you provide us, will be processed by us.

"Personal data" means any information about an individual from which that person can be identified.

Purposes of the data processing

FINVERBUS Translations will collect personal data about you to provide a service, respond to an enquiry or fulfil a request. If you do not provide this information, we will not be able to provide you with the service or respond to your enquiry.

What personal data do we collect about you and how?

We may collect information about you, including the following:

- your contact details such as your name, company, job title, telephone number and email address

We collect your personal data in the following ways:

- if you communicate with us by email, we will collect the personal data that you provide to us
- if you order any of our services
- if you make payments
- when you visit our website (for example by cookies). More information is provided in our Cookies Policy.

How do we use your personal data?

We will use personal data for the purpose of dealing with your enquiry and providing you with any information or services which you request from us. We may also need to process your data to enter into a contract with you. The provision of your personal data is voluntary. If you do not provide this information, we will not be able to provide you with the information or respond to your enquiry.

Who is your personal data shared with?

Personal data collected from you will not be shared or disclosed to any third-parties unless as mandated by applicable law.

Personal data retention

We will only keep your personal data for as long as we need to in order to fulfil the relevant purpose(s) it was collected for, as set out above in this Policy, and for as long as we are required to keep it for legal purposes and legitimate business interests.

Security

FINVERBUS Translations takes the security of your data seriously. We are committed to ensuring that your data is treated securely and in accordance with this Policy. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

User's rights

Data protection laws provide you with the following rights, to:

- request access to your personal information
- request correction of the personal information that we hold about you
- request erasure of your personal information
- request the restriction of processing of your personal information

If you have any queries, comments or requests regarding this Policy or you would like to exercise any of your rights set out above, you can contact us at legal@finverbus.com.

FINVERBUS Translations may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

FINVERBUS Translations

Cookies Policy

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