

This privacy policy will explain how Tarjamati uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us

What data do we collect?

Tarjamati collects the following data:

- Personal identification information (Name, email address, phone number, etc.)

How do we collect your data?

You directly provide Tarjamati with most of the data we collect. We collect data and process data when you:

- Send us an online form or place an order for any of our services.
- Voluntarily complete a customer survey or provide feedback on any of our social media platforms or via email.
- Use or view our website via your browser's cookies.
- Follow us on our social media platforms
- Subscribe for our newsletters to know about our services, offers, and promotions.

How will we use your data?

Tarjamati collects your data so that we can:

- Process your order and send you price estimates, quotes, and invoices.
- Email you with special offers on other services we think you might like.
- Email you survey forms to collect your feedback on services

When Tarjamati processes your order, it may use the resulting information from credit reference agencies to prevent fraudulent purchases.

How do we store your data?

Tarjamati securely stores your data, including your personal identifiable information and contact information used to process invoices and quotes in QuickBooks, in addition to encrypted files protected by passwords and firewalls.

Tarjamati will keep your personal information for 24 months in our encrypted accounting database. Once this time period has expired, we will delete your data from our encrypted files.

Marketing

Tarjamati would like to send you information about products and services of ours that we think you might like.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop Tarjamati from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please e-mail us at admin@tarjamati.com.

What are your data protection rights?

Tarjamati would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Tarjamati for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Tarjamati correct any information you believe is inaccurate. You also have the right to request Tarjamati to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Tarjamati erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Tarjamati restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Tarjamati's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Tarjamati transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have ten (10) working days to respond to you. If you would like to exercise any of these rights, please contact us at our email: info@tarjamati.com

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our website, we may collect information from you automatically through cookies or similar technology

For further information, visit allaboutcookies.org.

How do we use cookies?

Tarjamati uses cookies in a range of ways to improve your experience on our website, including:

- Understanding how you access our website
- Understanding which services and content you like to check the most

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – Tarjamati uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Analytics** – Tarjamati uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

Tarjamati website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Tarjamati keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on April 15, 2020.

How to contact us

If you have any questions about Tarjamati's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: admin@tarjamati.com