



CMN Legal Language Services Privacy Policy for **Existing and Prospective Clients**

At CMN LEGAL LANGUAGE SERVICES, we value your privacy!

1. PURPOSE OF THIS PRIVACY POLICY

Welcome, and thank you for visiting our website or using our services! When you visit our website or use our services, you provide and entrust us with personal information that can be used to identify you (which we refer to herein as “your information”).

We understand that your information is important to you, and we take your privacy and data protection concerns seriously. As such, we have created policies that govern and guide our use and protection of your information. Such policies are summarized in this Privacy Policy (this “Policy”).

This Policy describes, among other things, what information we collect from you, how we use and disclose your information, and your rights regarding your information. This Policy is applicable to our website and services related to it.

We update this Policy from time to time. We will indicate the date the last changes were made below. If we determine, in our discretion, changes are significant, we will provide a more detailed notice and may also notify you of such changes via email.

The following privacy policy describes how **CMN Legal Language Services** collects and processes your information (1) Each time you visit this website, namely cmnlegallanguageservices.com (Herein referred to as “**This Website**”), (2) Each time you



submit requests for information or a quote, or, (3) Each time you leave your data for the purpose of receiving a service CMN Legal Language Services provides.

2. DATA CONTROLLER RESPONSIBLE FOR YOUR PERSONAL DATA

CMN Legal Language Services is a United States, Nevada based legal and Conference interpretation and translation service provider, operating through their founder, to provide their clients with legal, commercial and conference interpretation and translation services, as well as other related services (“services”) in accordance with the relevant laws and the jurisdictions in which they respectively operate. Furthermore, we are subject to the investigatory and enforcement power of the Federal Trade Commission (“FTC”) in the United States, which oversees acts or practices in or affecting commerce by any person, partnership, or corporation.

CMN Legal Language Services primarily provides services to law firms, legal entities which state their own guidelines and directives, and therefore are not considered “data subjects”.

Our contact details

Name: CMN Legal Language Services

2840 Dana Kristin Lane, Reno, Nevada 89503

4437166433

cathyeitel@cmnlegallanguageservices.com

CMN Legal language Services completed this privacy policy on:

3. THE TYPE OF PERSONAL INFORMATION WE COLLECT

We currently collect and process the following information:



- Your name
- Your email address
- Phone number
- Job title and the name of the company you work for
- Payment information
- Any useful information you choose to share on the contact form
- Any useful information for providing effective service
- Website user stats

4. MINORS (ANYONE UNDER THE AGE OF 18)

Our services are only intended for the use of adults. The use of this website is prohibited to anyone under the age of 18. Any personal data pertaining to minors that has been collected without parental consent will be deleted as soon as this website's data collector is made aware of this occurrence.

5. HOW WE GET THE PERSONAL INFORMATION AND WHY WE HAVE IT

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Provide you our services
- Exercise due diligence as it relates to existing or prospective clients
- Understand the specific needs of our customers
- Improve overall performance
- To conduct investigations, resolve queries



- To respond to requests submitted via this website
- To conduct marketing activities
- Provide tailored information, offers and promotions

We also receive personal information indirectly, from the following sources in the following scenarios:

- Third parties who assist us in the day-to-day operations of our services that require access to personal data and to whom we outsource certain services, such as document processing, translation, and revision services
- Professional advisors such as lawyers and accountants
- Government and regulatory authorities, tax authorities, corporate registries
- Third party postal or courier services providers who assist us in delivering our marketing campaigns to you, or delivering documents related to a matter
- Information system service providers, software editors, IT help desks

We use data in order to:

- Improve overall performance

We may share this information with sub-contractors, employees who would be part of the process of providing the desired services.

6. GDPR LAWFUL BASES

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:



(a) Your consent. You are able to remove your consent at any time. You can do this by contacting CMN Legal Language Services via e-mail at:

cathyeitel@cmnlegallanguageservices.com

(b) We have a contractual obligation. In the event the client requests that a translation has to be delivered in electronic format, we are contractually obligated to deliver the translation via the email provided by the client. Therefore, personal information such as the client's email, with the name have to be collected to fulfill a contractual obligation.

(f) We have a legitimate interest.

We exclusively market and sell our services to United States-based organizations and individuals, as well as Europe-based organizations and individuals and African-based entities. If you are a EU resident and would like to request that your data be securely removed from our systems, however collected, please send an email with proof of EU residency to cathyeitel@cmnlegallanguageservices.com. We will remove all relevant data, so long as that removal is technically feasible, does not impact the legitimate accounting or business practices of our customers, and does not violate other regulatory or legal standards with which we must comply. We will also cooperate with our customers in good faith to address any requests they receive or that may impact them directly.

7. CALIFORNIA CONSUMER PRIVACY ACT.



In compliance with the California Consumer Privacy Act, California residents may request that (a) we inform them of what information we collect, use, and disclose about them, and (b) we delete the information we have collected about them (subject to certain statutory exemptions).

If California residents would like to know more or submit a request, please visit email us at cathyeitel@cmnlegallanguageservices.com. Be aware that we must verify your identity before responding to certain of your requests. In connection with such verification efforts, you may be required to provide us with certain pieces of your information (which we will match against what we have in our records) and/or provide us a form of government issued identification.

California residents may designate an authorized agent to make a request on their behalf under this Section. To designate an authorized agent to make a request on your behalf, you must provide a valid power of attorney and a form of government issued identification for both the requester and authorized agent.

California residents will not be charged or otherwise discriminated against for exercising their rights under this Section.

As discussed above, we do not and will not sell your information. As such, we do not provide a process to opt-out of the sale of your information.

8. HOW WE STORE YOUR PERSONAL INFORMATION

Your information is securely stored in a Gmail server which is our server host.

We keep your name and email address for the duration of the project, the duration of the agreement between you and CMN Legal Language Services or until you request deletion of such

information. Whichever comes earlier. We will then dispose your information by deleting any electronic files containing your personal information, on the computer hard drive as well as in any backup folders.

9. YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.



Please contact us at cathyeitel@cmnlegallanguageservices.com if you wish to make a request.

10. SECURITY

We are continuously implementing and updating administrative, technical, and physical security measures to help protect your information against unauthorized access, loss, destruction, or alteration. Sensitive data is encrypted and website connections are protected using strong transport layer security. Our websites are hosted in a secure server environment that uses multi-layer perimeter security, including firewalls and other advanced technology to prevent interference or access from outside intruders.

11. HOW TO COMPLAIN

If you have any concerns about our use of your personal information, you can make a complaint to us at cathyeitel@cmnlegallanguageservices.com.

You can also complain to the Federal Trade Commission (FTC) if you are unhappy with how we have used your data.

The FTC's address:

Federal Trade Commission

600 Pennsylvania Avenue, NW

Washington, DC 20580

Telephone: (202) 326-2222

For individual consumers, all complaints could be submitted to:

<https://www.ftccomplaintassistant.gov>



CMN LEGAL LANGUAGE
SERVICES