

PRIVACY POLICY  
Inline Translation Services, Inc. (“Inline”)  
Effective date: January 1, 2023

**Introduction**

This Privacy Policy describes our policies and procedures relating to the collection and use of information received from corporations and other business entities that access our website from computers, laptops, and any other mobile device with Internet access. Inline’s Privacy Policy addresses applicable sections of the California Consumer Privacy Act of 2018 (“CCPA”), California Proposition 24 (“The California Privacy Rights Act of 2020”), and the California Age-Appropriate Design Code Act (“CAADCA”).

**Information that we collect and how we collect it**

Inline is a business-to-business service provider. Consequently, almost all visitors to Inline’s website are representatives of business entities (corporations, LLCs, or other business or non-profit entities). Consequently, the privacy rights of non-business entity residents (“natural persons”) do not necessarily apply to most of Inline’s website visitors.

Information that is provided or collected from visitors to Inline’s website is voluntary and limited to that which is needed to support the provision of written translation service quotes and services. This information includes name, (business) title, company, address, telephone number, email address, project specification and files to be translated. This information may be supplemented with publicly available information, such as company annual reports, SEC filings, LinkedIn profiles, and general Internet searches.

Note: we do not collect information about the computer or devices used to access our website, your location, your browsing history, sensitive personal information such as social security numbers, genetic data, fingerprints, biometric information, health status, sexual orientation, religious beliefs racial or ethnic origin, etc.). If you only browse our website and do not supply any information, you will not receive unsolicited email, telephone calls or marketing materials from Inline as a result of your visit.

Note: This Privacy Policy covers personal information (general or sensitive), which may be sent to Inline and is addressed in subsequent sections of this document.

**Cookies**

“Cookies” are small text files that are downloaded to your computer or mobile device when you visit a website and they store certain information about site usage. These text files are either used for the duration of a session (“session cookies”) or saved on your computer or device in order to identify you, or information about you during subsequent visits (“persistent cookies”). Cookies improve the functionality and performance of a website. By continuing to use Inline’s website,

you agree to the storing of cookies on your computer or device until cookie expiration or deletion. You can manage cookies through your browser settings.

### **How we use your information**

Inline uses the information provided by clients and potential clients and seeks the minimum amount of information necessary to provide clients with written translation services and quotes.

### **Sharing and disclosure of your information**

Inline does not sell any information provided by clients and prospective clients. No such information is shared with any third party, except when required by a court order or subpoena issued by a competent governmental entity.

### **Use of Inline's website by minors**

The services provided by Inline are not intended for minors. A parent or guardian may contact Inline to review any information provided by the parent's or guardian's minor child, and have such information deleted, and/or refuse to allow further collection or use of any information provided by the minor child.

### **How we protect information (such as HIPAA-defined sensitive information)**

Note: Personal information and sensitive personal information does not include publicly available information, which is lawfully made available from government records or certain information disclosed by an individual and made available if the individual has not restricted the information to a specific audience. [From CCPA Q&A brochure]

**In those infrequent situations when Inline comes into the possession of sensitive personal information as defined by HIPAA or the California Consumer Privacy Act (CCPA) and, or the California Privacy Rights Act (CPRA), Inline will encrypt and password protect files with such information if the client has not already done so.**

Note: We use various safeguards to protect sensitive personal information submitted to us. However, no method of transmission over the Internet or via mobile device, or electronic storage is 100% secure. Therefore, while we strive to use commercially acceptable means to protect your sensitive personal information, we cannot guarantee absolute security.

### **Retention of Your information**

We retain information for different periods of time depending on the purposes for which we collect and use it. As a business-to-business service provider with repeat customers, we retain company (business entity) related information as long as the business entity (to our knowledge) remains in existence. Information provided by clients for translation assignments (referred to as "source" and "target" texts) are retained indefinitely as required by our professional liability insurance carrier. Information provided by prospective clients who have made no purchases will

be periodically deleted when in the judgement of management, no viable business relationship will materialize.

### **How to exercise your rights**

Although Inline is primarily a business-to-business service provider, you have the right to ask Inline to disclose, delete, correct, or not to sell whatever personal information Inline may have about you.

#### **Right to Know**

If you believe that Inline has collected personal information about you that is unrelated to a business transaction or to a business account with Inline, you can request that Inline disclose this information to you. You can make two such requests a year free of charge.

#### **Right to Delete**

If you believe that Inline has collected personal information about you that is unrelated to a business transaction or to a business account with Inline, you can request that Inline delete such information. There may be technical, legal or operational reasons where we are unable to fully delete or de-identify your information. Where this is the case, we will take reasonable measures to prevent further processing your information.

#### **Right to Correct**

If you believe that Inline has collected and stored incorrect personal information about you, you can request that Inline correct any errors in that information. Once you have provided sufficient evidence of your identity, we will correct any such errors within 30 days.

#### **Right to opt-out of sale**

If you believe that Inline is selling personal information about you, you can request that Inline stop selling your personal information. Note: Inline does not engage in such a practice nor does it plan to do so in the future.

Inline will respond to any request to disclose, delete, or correct personal information that you believe Inline may have collected about you. Inline will respond to such requests within 45 calendar days.

### **Information for international users**

Inline's website is hosted in the United States, and any information provided by you is stored in the United States and governed by United States and California law. If you are using Inline's services from outside the United States, please be aware that the data protection and other laws of the United States and California might not be as comprehensive or protective of certain rights

as those in your country. Under United States and California law, your information may be subject to access requests from governments, courts, or law enforcement in the United States. By using the services of Inline, you consent to your information being stored and processed in the United States according to the provisions of Inline’s Privacy Policy described in this document.

### **Changes to our Privacy Policy**

At our sole discretion, we may change, update or modify this Privacy Policy at any time to reflect changes in the law, our data collection and use practices, the features of our services, or advances in technology. You should review the Privacy Policy periodically, and you can know if the Privacy Policy has changed since the last time you reviewed it by checking the “Effective date” at the beginning of the document. By continuing to use Inline’s website, you are confirming that you have read and understood the latest version of this Privacy Policy.

### **How to contact us**

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