

<i>Document</i>	Data Privacy Policy	<i>Code</i>	OP-12
<i>Type</i>	Public	<i>Effective date</i>	17-Jul-2024

## Data Privacy Policy

At Linguaris, we are committed to protecting the privacy and confidentiality of our website visitors. This Data Privacy Policy outlines how we collect, use, disclose, and safeguard your information when you visit our website. Please read this policy carefully to understand our practices regarding your personal data.

### I. Information We Collect

When you visit our website, we may collect the following information:

- **Personal Information:** When you use the "Contact Us" section, we may collect personal data such as your name, email address, phone number, and any other information you choose to provide.
- **Non-Personal Information:** We may automatically collect non-personal data such as your IP address, browser type, operating system, referring URLs, and the date and time of your visit.

### II. How We Use Your Information

We may use the information we collect from you in the following ways:

- **To Respond to Inquiries:** We use your personal information to respond to your questions, comments, or requests for information.
- **To Improve Our Website:** We analyze non-personal information to understand how our website is used and to improve its functionality and content.
- **To Communicate with You:** We may use your contact information to send you updates, newsletters, or other communications related to our services, but only if you have opted in to receive such communications.

### III. Sharing Your Information

We do not sell, trade, or otherwise transfer your personal information to outside parties except as described below:



Member of the Association of  
Language Companies

Email: [info@linguaris.com](mailto:info@linguaris.com)  
Web: [www.linguaris.com](http://www.linguaris.com)  
Tel. +52-55-1107-0742  
Fax. +52-55-1107-0764



Founding member of the Association of Languages  
Services of Latin America and the Caribbean

World Trade Center  
Montecito 38, Floor 28, Suites 12 & 13  
Col. Nápoles, 03810  
Mexico City

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- **Service Providers:** We may share your information with trusted third-party service providers who assist us in operating our website and conducting our business, as long as these parties agree to keep your information confidential.
- **Legal Requirements:** We may disclose your information if required to do so by law or in response to valid requests by public authorities (e.g., a court or a government agency).

#### IV. Data Security

We implement appropriate technical and organizational measures to protect your personal data from unauthorized access, use, disclosure, alteration, or destruction. However, please be aware that no security measures are perfect or impenetrable, and we cannot guarantee absolute security.

#### V. Your Rights

You have the right to:

- **Access Your Information:** Request a copy of the personal data we hold about you.
- **Correct Your Information:** Request that we correct any inaccuracies in your personal data.
- **Delete Your Information:** Request that we delete your personal data, subject to certain exceptions.
- **Restrict Processing:** Request that we restrict the processing of your personal data under certain circumstances.
- **Withdraw Consent:** Withdraw your consent to our processing of your personal data at any time.

To exercise any of these rights, please contact us using the contact information provided below.

#### VI. Third-Party Links

Our website may contain links to third-party websites. We are not responsible for the privacy practices or the content of those websites. We encourage you to read the privacy policies of any third-party sites you visit.



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## VII. Changes to This Policy

We may update this Data Privacy Policy from time to time. We will notify you of any changes by posting the new policy on our website. The effective date of the updated policy will be indicated at the top of this page.

## VIII. Contact Us

If you have any questions about this Data Privacy Policy or our data practices, please contact us at:

- **Email:** [contact@linguaris.com](mailto:contact@linguaris.com)
- **Phone:** +52-55-1107-0742
- **Address:** Montecito 38, Floor 28, Suites 12 & 13, Col. Nápoles, 03810, Mexico City, Mexico

By using our website, you consent to our Data Privacy Policy and agree to its terms. Thank you for visiting Linguaris.

