

# Privacy Notice for partners of Interlex

## **What personal data do we collect about you?**

We collect the following personal data in connection with your relationship with us: your name and surname; user name; email address; phone number; name of your organization; and information about the way you are related with Interlex. Any personal data about you is provided by you only.

## **How do we use your personal data?**

Your personal data will be processed for the following purposes:

- to enable you to use our partner portal and CAT tools;
- for future communication, including sending you marketing materials about Interlex and its services by email (unless you have indicated that you do not want to receive these marketing materials)

## **On what legal basis do we use your personal data?**

We use your personal data only on the following basis:

- processing your personal data to enable your use of Interlex partner portal is necessary so that we can perform the services set out in the contract we have established with you or your organization;
- processing of your personal data for marketing purposes is based on our legitimate interest as it helps our business to offer to you new services and provide you with information that you may find interesting.

## **How long will we keep your personal data?**

We will always keep your personal data for the period of our cooperation. We will also keep your personal data where required by law or we need to do so in connection with potential or actual legal action or an investigation involving Interlex. Otherwise, we will delete your data within 3 months from the moment your account no longer contains any jobs, projects, translation memories, term bases or other content.

## **With whom do we share your personal data?**

Your personal data will be accessible to Interlex employees and partners related with our services.

## **Protecting your personal data**

Interlex may share your personal data with its clients under a written agreement which commits the clients to appropriate safeguards in relation to the handling of your personal data (tenders, public procurements etc.).

Interlex will take appropriate legal, organizational and technical measures to protect your data consistent with applicable privacy and data security laws.

## **Your rights**

You may be entitled to:

- request information regarding the processing of your personal data, including being provided with a copy of your personal data;
- request the correction and/or deletion of your personal data, or object to the processing of your personal data;
- request the restriction of the processing of your personal data;
- request receipt or transmission to another organization, in a machine-readable form, of the personal data that you have provided to us; and
- complain to your local data protection authority, or to a court of law, if your data protection rights are violated. You may be entitled to claim compensation for damages or distress incurred or suffered as a result of unlawful processing of your personal data.

You are not required by law to provide your personal data to us, however, if you don't, then we will not be able to provide you with access to Interlex partner portal and CAT tools. If you object to the processing of your personal data, we will respect that choice in accordance with our legal obligations. This could mean that we will not be able to provide you with access to Interlex partner portal and CAT tools.

## **Contact us**

If you have questions or requests regarding the processing of your personal data, or require additional information, please contact:

E-mail: [info@interlex.ee](mailto:info@interlex.ee)

Effective as of: 25 May 2018