# **Ludiversal Translations Privacy Policy**

This privacy policy will explain how our organization 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
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- Changes to our privacy policy
- How to contact us
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#### What data do we collect?

Ludiversal Translations collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- [Add any other data your company collects]

### How do we collect your data?

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

- Sign up for our newsletter.
- Sign up for our freelancer database.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.
- Comment on our blog articles.

## How will we use your data?

Ludiversal Translations collects your data so that we can:

- Email you and inform you about the services you inquired.
- Email you and inform you about potential projects (registered freelancers only).
- Email you with special offers on other products and services we think you might like.

## How do we store your data?

Ludiversal Translations securely stores your data at a datacenter in Heidenkampsweg 81, 20097 Hamburg, Germany, operated by certified webhosting services provider webgo GmbH (www.webgo.de).

Ludiversal Translations will keep your data until you ask directly to remove it.

## Marketing

Ludiversal Translations 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 Ludiversal Translations from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please click here.

## What are your data protection rights?

Ludiversal Translations 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 Ludiversal Translations 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 Ludiversal Translations correct any information you believe is inaccurate. You also have the right to request Ludiversal Translations to complete information you believe is incomplete.

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

**The right to restrict processing -** You have the right to request that Ludiversal Translations restrict the processing of your personal data, under certain conditions.

**The right to object to processing -** You have the right to object to Ludiversal Translations' processing of your personal data, under certain conditions.

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

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: hi@ludiversal-translations.com

Call us at: +49 1781896669

Or write to us: Michael Csorba Textingenieur, Regensburger Str. 46b, 93138 Lappersdorf, Germany

#### What are cookies?

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

For further information, visit allaboutcookies.org.

#### How do we use cookies?

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

- Keeping you signed in
- Understanding how you use our website

### What types of cookies do we use?

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

- Functionality Ludiversal Translations 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.
- Advertising Ludiversal Translations 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. Ludiversal Translations sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you

visit another website, you may be shown advertising based on your browsing patterns on our website.

## 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

The Ludiversal Translations 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

Ludiversal Translations keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 16 May 2023.

#### How to contact us

If you have any questions about Ludiversal Translations' 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: hi@ludiversal-translations.com

Call us at: +49 1781896669

Or write to us at: Michael Csorba Textingenieur, Regensburger Str. 46b, 93138 Lappersdorf,

Germany

## How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Ludiversal Translations has not addressed your concern in a satisfactory manner, you may contact the German Federal Commissioner for Data Protection and Freedom of Information (Bundesbeauftragter für den Datenschutz und die Informationsfreiheit, or BfDI):

Web: www.bfdi.bund.de

Email: poststelle@bfdi.bund.de

Address: BfDl, Graurheindorfer Straße 153, 53117 Bonn, Germany