

Privacy Notice and Consent Form

Polyglotto Languages Services (“Polyglotto”) is committed to protecting and respecting your privacy.

This Privacy Notice sets out how we may use, process and store your personal information. We may get that information from you or our partners, through contracts or other legal arrangements you have with us or our partners on behalf of us, in order to deliver contractual/legal obligations.

The Laws and Regulations

This Privacy Policy was created in accordance to the REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (“GDPR”).

Who is Polyglotto Languages Services?

This is the company’s registered address and contact information:

Polyglotto Languages Services Head office
67 Panachaikou Street, 262 24 Patras, Greece
Email: info@polyglotto.com

Website: <http://www.polyglotto.com>

Information we may collect from you

Polyglotto may collect information from you because we have a legal reason -allowed by law or under contract- to collect the information, or because you have consented for us to do so for a specific purpose.

Information you give us

The information you give us with your consent may be personal, educational, financial or related to your employment history. The following is an indicative and non-exhaustive list:

- Assigning a job to us or signing a contract with us
- By filling in a form in our website or sending us an e-mail
- Applying for an in-house job or an external collaboration with our company

Why does Polyglotto collect personal information?

Polyglotto collects information for some or all the following reasons:

- To provide services to you under contract
- To provide information to you about our services if you have consented to receive it
- To provide information about services you have purchased from us or have shown interest in purchasing
- To employ you or consider you for employment or external collaboration

Who might Polyglotto share your information with?

Polyglotto may share your personal information with third parties, either because you have consented to allow us to do so or for legal reasons. For example, we may share your personal information with:

- Subcontractors and third parties for the purpose of the performance of a contract that we hold with them or that we hold with you
- With third parties because you have given consent

Other reasons Polyglotto may share your personal information with a third party

Polyglotto will share your personal data with third parties for the following reasons:

- If Polyglotto must comply with a legal obligation
- To protect the rights, property, or safety of Polyglotto, our customers or others

Transmission of your personal data

The transmission of information via the internet cannot be completely secure. Although we use best practices to ensure your data is encrypted to the standard required in the GDPR, we cannot guarantee the absolute security of your data as it is transmitted and stored.

How long will you keep my personal information?

Polyglotto will keep your personal information:

- For as long as required by law (for tax/invoicing purposes)
- Until you request us to stop using it and given that this request does not conflict with the above
- Until we no longer have a valid reason for keeping it

Your Rights

Polyglotto will respect your legal rights to your data: the right to be informed, the right to access, the right to rectification, the right to erasure (“the right to be forgotten”), the right to restrict processing, the right to data portability, the right to object, the right to withdraw consent, the right to complain to a Supervisory Authority.

What if I chose not to give you my personal information?

If the personal information is necessary in order to supply services to you or order services from you under a contract between you and Polyglotto, then we will not enter into that contract or provide/order the services if you do not give us your personal information.

Changes to Our Privacy Notice

Polyglotto may change this notice from time to time in the future.