



## **The Transatlantic Translations Company LLC EU-US Privacy Shield**

The Transatlantic Translations Company LLC (TTGroup) and its' subsidiary, LangCommLive, respect your privacy and complies with the EU-US Privacy Shield Framework as set forth by the US Department of Commerce regarding the collection, use, and retention of personal information from European Union member countries. The Transatlantic Translations Company LLC (TTGroup) has certified that it adheres to the Privacy Shield Principles of Notice, Choice, Accountability for Onward Transfer, Security, Data Integrity and Purpose Limitation, Access, and Recourse, Enforcement and Liability. If there is any conflict between the policies in this privacy policy and the Privacy Shield Principles, the Privacy Shield Principles shall govern. To learn more about the Privacy Shield program, and to view our certification page, please visit <https://www.privacyshield.gov/>

In compliance with the EU-US Privacy Shield Principles, Transatlantic Translations Company LLC (TTGroup) commits to resolve complaints about your privacy and our collection or use of your personal information. Any inquiries or complaints regarding this privacy policy should first contact Transatlantic Translations Company LLC (TTGroup) at:

Kerri Modla, Director  
411 Theodore Fremd Avenue  
Suite 206  
Rye, New York 10580  
1-844-329-7088  
[Kerri@TTGtranslates.com](mailto:Kerri@TTGtranslates.com)

Transatlantic Translations Company LLC (TTGroup) and its' subsidiary LangCommLive, complies with the US-Swiss Safe Harbor Framework as set forth by the US Department of Commerce regarding the collection, use, and retention of personal information from Switzerland. Transatlantic Translations Company LLC (TTGroup) has certified that it adheres to the EU-US Privacy Shield Framework Principles of notice, choice, onward transfer, security, data integrity, access, and enforcement. If there is any conflict between the policies in this privacy policy and the Safe Harbor Privacy Principles shall govern. To learn more about the Safe Harbor program, and to view our certification page, please visit <http://www.export.gov/safeharbor/>

In compliance with the Swiss-US Safe Harbor Principles, Transatlantic Translations Company LLC (TTGroup) commits to resolve complaints about your privacy and our collection or use of



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Transatlantic Translations Company LLC (TTGroup) collects personal information directly from you when you interact with us via our websites, including, without limitation, when you:

- Login to our portal (corporate)
- Apply for employment
- Submit questions
- Provide information by filling out forms on our websites
- Correspond and communicate with us
- Visit and/or browse our website

To the extent permitted by applicable law, the types of personal information collected directly from you may include, without limitation:

- Information used to communicate with you, such as your name, company name, title, email, telephone number, physical address;
- Information Transatlantic Translations Company LLC (TTGroup) maintains in association with your corporate account with us, such as your username, password, payment details, project records, invoices, credit and billing status, customer support inquiries; and
- Information contained in job inquiries or applications, such as resume, cover letter, age, education, professional affiliations, work history and contact details.

Transatlantic Translations Company LLC (TTGroup) uses personal information to:

- Fulfill requests: When you send us a quote request, request a call back or ask for specific marketing information or collateral about our company.
- Provide you with information about our services. Transatlantic Translations Company LLC (TTGroup) may use your personal information to notify you of new service offerings, updated technologies used by our company, as well as trade show events

•411 Theodore Fremd Ave., Suite 206 South, Rye, NY 105  
•Toll Free: 1-844-329-7088 •Fax: (201) 221-7526



that might be of interest to you. Transatlantic Translations Company LLC (TTGroup) may also use your personal information to respond directly to your requests for information.

- Provide support and customer service: We may use your personal information to provide support for our services you have obtained from our company as well as answer questions.
- Process a job application: When you apply for a position at Transatlantic Translations Company LLC (TTGroup), we use the personal information provided, such as information on your resume/cv and cover letter for the purpose of assessing your application or considering you for future positions in order that we carry our human resources functions in accordance with applicable law.
- We will not use your personal information in any manner that is inconsistent with the purpose of its original collection unless consented otherwise by you.
- Transatlantic Translations Company LLC (TTGroup) may be potentially liable in cases of onward transfers of Privacy Shield data to third parties.
- Transatlantic Translations Company LLC (TTGroup) will not sell, lease or rent your personal information to others without your consent. If this policy changes in the future TTGroup will update this policy and provide individuals with opt-out choice prior to disclosing their data.

Transatlantic Translations Company LLC (TTGroup) shares personal information in the following ways:

- Transatlantic Translations Company LLC (TTGroup) may share personal information with our business and service providers in order to support the processing of your translation, desktop publishing, brand name checking, voice-over, IVR, telephone interpretation needs and/or projects, follow up on quote requests, providing sales and marketing support and communication. Our business and service partners include, independent translators, proofreaders, interpreters and desktop publishers. Our business and service providers are required by confidentiality and non-disclosure agreements to keep the information received on behalf of Transatlantic Translations Company LLC (TTGroup) confidential and secure and not to use it for any purpose other than the purpose for which it was provided.



#### Rights of individuals:

Transatlantic Translations Company LLC (TTGroup) gives you the ability to access, modify and/or update your personal information. You can log in and make changes to your information, such as a password, contact details, or general settings. If necessary, you can also contact us at [Info@TTGtranslates.com](mailto:Info@TTGtranslates.com) and describe the changes you want made. EU citizens have the right to access, update, correct or take their information down at any time.

#### OPT-Out:

Transatlantic Translations Company LLC (TTGroup) gives the right to opt-out of any future communications, as well as to not forward your information onwards. You can email our privacy shield contact Kerri Modla at [Kerri@TTGtranslates.com](mailto:Kerri@TTGtranslates.com)

You can choose to receive marketing emails and newsletters but you can opt-out of receiving them at any stage. You can configure your website browser to restrict or disable the use of cookies.

#### EU DPAs as an IRM:

Transatlantic Translations has further committed to cooperate with EU data protection authorities (DPAs) with regard to unresolved Privacy Shield complaints concerning human resources data transferred from the EU in the context of the employment relationship. If you do not receive timely acknowledgment of your complaint from us, or if we have not addressed your complaint to your satisfaction, please contact the EU DPAs for more information or to file a complaint. The services of EU DPAs are provided at no cost to you.

#### Independent Dispute Resolution:

Transatlantic Translations Company LLC (TTGroup) has further committed to refer unresolved privacy complaints under the EU-US Privacy Shield Principles to BBB EU PRIVACY SHIELD, a non-profit alternative dispute resolution provider located in the United States and operated by the Council of Better Business Bureaus. If you do not receive timely acknowledgment of your complaint, or if your complaint is not satisfactorily addressed, please visit: [www.bbb.org/EU-privacy-shield/for-eu-consumers/](http://www.bbb.org/EU-privacy-shield/for-eu-consumers/) for more information and to file a complaint.

Council of Better Business Bureaus, Inc.

BBB EU-US Privacy Shield

3033 Wilson Boulevard, Suite 600

•411 Theodore Fremd Ave., Suite 206 South, Rye, NY 105

•Toll Free: 1-844-329-7088 •Fax: (201) 221-7526



Arlington, VA 22201  
Phone: 703-276-0100

Please note that if your complaint is not resolved through these channels, under limited circumstances, a binding arbitration option may be available before a Privacy Shield Panel.

Transatlantic Translations Company LLC (TTGroup) is subject to the investigatory and enforcement powers of the United States Federal Trade Commission (FTC).

Please note that Transatlantic Translations Company LLC (TTGroup) may be required to disclose an individual's personal information in response to a lawful request by public authorities, including to meet national security or law enforcement requirements.

Transatlantic Translations Company LLC (TTGroup) has further committed to refer unresolved privacy complaints under the US-Swiss Safe Harbor to an independent dispute resolution mechanism operated by the Council of Better Business Bureaus. If you do not receive timely acknowledgement of your complaint, or if your complaint is not satisfactorily addressed, please visit [www.bbb.org/us/safe-harbor-complaints](http://www.bbb.org/us/safe-harbor-complaints) for more information and to file a complaint.

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#### **Other information**

Please check our Terms and Conditions and Privacy Policy periodically in case of change.