

Arabicinterpreter.com is committed to protecting your privacy. This privacy policy and agreement ("**Privacy Policy**") covers how we collect, use, and treat personal information that you may submit through our website (the "**Website**" or the "**Site**"). The terms "**you**" and "**your**" in this Privacy Policy refer to any visitor to our Website, including (i) casual visitors to our Site ("**Site Visitors**"), (ii) interpreters and translators who may apply for jobs through our Site ("**Interpreters**"), and (iii) our clients and potential clients, who may submit business contact information and other information via our Site ("**Clients**" and "**Potential Clients**"). The terms "**we**" or "**us**" refers to **Arabicinterpreter.com**

Your Consent

Please read this Privacy Policy carefully; once you consent to this Policy's terms, it creates legal obligations on you and on Arabicinterpreter.com. You will show your consent to the terms of this Privacy Policy in various ways, depending on your relationship to the Site. The procedures for consenting to this Policy are (a) less formal if you are simply a casual Site Visitor, and (b) more formal if you are an Interpreter or a Client or Potential Client, affirmatively submitting information to us through the Site.

1.1 Consent by Site Visitors. By accessing and using our Website as a Site Visitor, you are acknowledging that you have read and understood this Privacy Policy, and agree to be legally bound by it. If you do not agree with the terms of this Privacy Policy, please refrain from using our Site.

1.2 Consent by Clients, Potential Clients, and Interpreters. If you submit information directly through our Site by using, for example, one of our online quote or profile forms, you will be bound by this Privacy Policy.

1. Scope of Policy

This Privacy Policy applies (i) to anonymous information you provide to us online while visiting or using our Site, (ii) to personally identifiable information you provide to us through the Website, and (iii) to personally identifiable information you provide to us over the telephone. This Privacy Policy does not apply to the content of documents translated by Arabicinterpreter.com. We strictly protect the confidentiality of translated documents and we place the terms and conditions of that commitment in our formal contracts or agreements with Clients.

2. The Information We Collect, and Our Uses Of This Information

We will not share with any third party personally identifiable information you provide via the Website or telephone, other than as expressly disclosed in this policy. By "**personally identifiable information**" we mean information that identifies you, such as your name, mailing address, email address, telephone number, or credit card information.

We collect information at different points on our Website, and use this information as follows:

2.1 Processing Quotes and Requests. We will use contact information and other information that Clients and Potential Clients provide to us for purposes of processing their quotes and requests, and fulfilling their over the phone interpretation needs. In each of these instances, we use the information you provide to us strictly for the purposes for which you submit the information.

2.2 Anonymous, Aggregate Information. "**Aggregate Information**" is information that does not identify you, and may include statistical information concerning your use of our services, or the pages on our Site that you visit most frequently. We use Aggregate Information to analyze the effectiveness of our Site, to improve and tailor our services, and for other similar purposes. In addition, from time to time, we may undertake or commission statistical and other summary analyses of the general behavior and characteristics of users participating in our services and the characteristics of visitors at our Site, and may share Aggregate Information with third parties. Rest assured, though, that Aggregate Information provided to third parties will not allow anyone to identify you, or determine anything personal about you. We may collect Aggregate Information through features of the software that supports our services, through cookies, and through other means described below.

2.3 IP Addresses. Arabicinterpreter.com may automatically receive and record information in our server logs from your browser, including your IP address (the Internet address of your PC), your computer's name, the type and version of your web browser, referrer addresses and other generally accepted log information. We may also record page views (hit counts) and other general statistical and tracking information, which will be aggregated with that of other users in order to understand how our Website is being used. None of this data contains personally identifiable information.

2.4 Cookies. A cookie is a small amount of data, which often includes an anonymous unique identifier, which is sent to your browser from a website's computers and stored on your computer's hard drive. Cookies can be used to provide you with a

tailored user experience and to make it easier for you to use a website upon a future visit. We may include cookies and other similar technologies on our Website, and may use them to recognize you when you return to our Website. You may set your browser so that it does not accept cookies.

2.5 Computer Configuration. In order to determine whether your computer is supported by our system, we may collect certain anonymous information. This information includes, but may not be limited to, your operating system and browser, as well as the presence of any software that our Website may require to operate with your computer, or other third party software on your computer. This information is kept strictly confidential and is not shared with third parties, except as provided for in this Privacy Policy.

2.6 Extent of Information Collected. Arabicinterpreter.com does not collect any more personal information than reasonably necessary to provide our services.

3. **We Do Not Disclose Information to Unaffiliated Third Parties; Limited Exceptions**

We will not disclose your personally identifiable information to unaffiliated third parties without your express consent, except in the following limited circumstances:

3.1 Our Site Vendors. We may employ other companies to perform functions on our behalf, such as maintaining the Website, providing services related to the Site, collecting information, responding to and sending electronic mail, or other functions necessary to our business. We may need to share your personally identifiable information with these companies (collectively, "Site Vendors"). We will provide Site Vendors with only that information necessary to perform their functions, and we will not allow them to use your personally identifiable information for any other purpose.

3.2 Imminent Harm. We may reveal your personally identifiable information to attorneys, private investigator organizations or law enforcement agencies if we believe (a) that you are in risk of harm from another, or (b) that you are harming or interfering (or will imminently harm or interfere) with others or violating (either intentionally or unintentionally) our Terms and Conditions of Use or otherwise violating legal rights.

3.3 Legal. Arabicinterpreter.com will reveal your personally identifiable information, to the extent we reasonably believe we are required to do so by law, or to the extent needed to enforce contractual obligations between us. If we receive legal process calling for the disclosure of your personally identifiable information we will attempt to notify you via the email address you supplied during registration within a reasonable amount of time before we respond to the request, unless such notification is not permitted.

4. **Changing or Removing Information; Opting Out**

4.1 Discretionary Account Information. To allow appropriate control over personally identifiable information, we will provide you with access to your information to change or update discretionary information that you have previously submitted.

4.2 Opt-Out. If we choose to send to you bulletins, updates, or other unsolicited communications that are marketing-related materials, we will provide you with the ability to decline -- or "opt-out of" -- receiving such communications. Instructions for opting-out will be provided if and when we determine to send you such a communication. Please understand that you will not be allowed to "opt-out" of formal notices concerning operation of this Website, and legal and other related notices concerning your relationship to the Site.

4.3 Deleting Information. Finally, if you request, we will remove your name and all other personally identifiable information from our database. Please understand, however, that it may be impossible to remove this information completely, due to backups and records of deletions. In addition, please understand that, if you request deletion of your information, you will be unable to utilize associated features of our services. You may not remove de-identified or aggregate data from our databases.

5. **Security**

We have put in place security systems designed to prevent unauthorized access to or disclosure of information you provide to us, and we take all reasonable steps to secure and safeguard this information. We store all personally identifiable information we receive on a separate system,

designed to be secure and isolated from direct connection to the Internet. Arabicinterpreter.com employees are required to acknowledge that they understand and will abide by our policies with respect to the confidentiality of personally identifiable information.

Our security systems are therefore structured to deter and prevent hackers and others from accessing information you provide to us. We also use software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Please understand, though, that this should not be read to warrant as fail-proof the security of information provided by or submitted to Arabicinterpreter.com. Due to the nature of Internet communications and evolving technologies, we cannot provide, and disclaim, assurance that the information you provide us will remain free from loss, misuse, or alteration by third parties who, despite our efforts, obtain unauthorized access.

6. **Notice of Security Incident**

If we detect, despite the safeguards set out above, an intrusion or other unauthorized access to or use of personally identifiable information (an "**Intrusion**"), we will (i) notify effected users of the Intrusion if the information at issue is sensitive, in our discretion, (ii) deliver this notice by the means we deem most efficient under the circumstances (such as, for example, first class mail or email); (iii) use contact information for each effected user that is current in our files; and (iv) use commercially reasonable efforts to accomplish these steps and effect this notice in a timely manner. To the extent applicable law requires steps in addition to those specified above, we will, under all circumstances, comply with applicable law.

7. **Notification of Changes**

Arabicinterpreter.com reserves the right to change its Privacy Policy. If we make any changes regarding disclosure of personally identifiable information to third parties, we will attempt to contact you prior to the date the modified policy is scheduled to take effect. We will post notice of the new Policy from the privacy link on our Website. With respect to Site Visitors, your use of our Site following any such change constitutes your agreement to follow and be bound by the Privacy Policy, as changed. With respect to Clients, Potential Clients, and Interpreters, no such changes will take effect unless and until you have provided us with your consent to such changes, in accordance with Section 1.2, above.

8. **Relationship to Terms of Use and Other Contracts**

This Privacy Policy must be read in conjunction with (i) our Terms and Conditions of Use, and (ii) our Client contracts. To the extent there is a conflict among these documents, (a) the terms and conditions of our Client contract will control both the Privacy Policy and the Terms and Conditions of Use, and (b) the terms and conditions of this Privacy Policy will control the Terms and Conditions of Use.

9. **Effective Date**

The effective date of this Privacy Policy is December 27, 2007.