

# Privacy Policy

At Translation Agency of Manitoba your privacy is very important and we strive to protect the personal information submitted to us, both during transmission and after we receive it. We keep your personal information confidential and are committed at maintaining methods and procedures in order to do so.

By using our website or our services, you unconditionally agree to be bound by this Privacy Policy.

## Why we collect personal information

Translation Agency of Manitoba collects and uses your personal information to provide you with convenient access to our services. We might also use your personal information to advise you on the latest service announcements, special offers and other information we think you'd like to hear about.

## How we collect personal information

We collect personal information from our visitors when you correspond with us to request a quote or a brochure either verbally, in writing or electronically. We also collect information when you fill out our forms.

## What personal information do we collect?

We may collect the following information about you:

- Name
- Address
- Postal Code
- Phone Number
- Email Address
  
- Purchase history
- Product/service preferences
- Customer satisfaction info
- Opinions about products and services

## Collecting other personal information

When you browse Translation Agency of Manitoba's website, you may do so anonymously; however, your browser does tell us your IP address, the type of operating system and browser you use and where your computer is from.

Our website uses "cookie" technology. The cookies we use do not reveal any personal information about you. Cookies help us understand which parts of our websites are the most

popular, where our visitors are going and how long they spend there. We use cookies to study traffic patterns on our site so we can make the site even better.

## **Our commitment to privacy**

To make sure your personal information remains confidential, all Translation Agency of Manitoba employees, translators, proofreaders, revisers and contractors are bound by confidentiality agreements.

## **How do we use this information?**

The main reasons we collect personal information from you are:

- to provide you with information, products or services that you request from us or which we feel may interest you;
- to carry out our obligations arising from any contracts entered into between you and us;
- to allow you to participate in interactive features of our service, when you choose to do so; and
- to notify you about changes to our service.

## **Sharing of Personal Information with Third Parties**

We do not share your personal information with any third parties.

## **Changes to this Policy**

Translation Agency of Manitoba reserves the right to change this policy at any time. Please check this page periodically for changes. Your continued use of our site following the posting of changes to these terms will mean you accept those changes. Information collected prior to the time any change is posted will be used according to the rules and laws that applied at the time the information was collected.

## **Contact**

Questions, comments and requests regarding this Privacy and Cookies Policy are welcomed and should be addressed to [ask@tamanitoba.ca](mailto:ask@tamanitoba.ca)