WEBSITE PRIVACY POLICY

Last updated November 3, 2020

**INTRODUCTION**

CINTA GARCIA — LITERARY SERVICES (“we” or “us” or “our”) respects the privacy of our users (“user” or “you”). This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website cintagarcia.com and/or professionaltranslator.net, including any other media form, media channel, mobile website, or mobile application related or connected thereto (collectively, the “Site”). Please read this privacy policy carefully. If you do not agree with the terms of this privacy policy, please do not access the site.

We reserve the right to make changes to this Privacy Policy at any time and for any reason. We will alert you about any changes by updating the “Last Updated” date of this Privacy Policy. Any changes or modifications will be effective immediately upon posting the updated Privacy Policy on the Site, and you waive the right to receive specific notice of each such change or modification.

You are encouraged to periodically review this Privacy Policy to stay informed of updates. You will be deemed to have been made aware of, will be subject to, and will be deemed to have accepted the changes in any revised Privacy Policy by your continued use of the Site after the date such revised Privacy Policy is posted.

This Privacy Policy was created using Termly’s [Privacy Policy Generator](https://termly.io/products/privacy-policy-generator/).

# COLLECTION OF YOUR INFORMATION

We may collect information about you in a variety of ways. The information we may collect on the Site includes:

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## Personal Data

Personally identifiable information, such as your name, address, email address, and telephone number. You are under no obligation to provide us with personal information of any kind, however your refusal to do so may prevent you from using certain features of the Site.

## Derivative Data

Information our servers automatically collect when you access the Site, such as your IP address, your browser type, your operating system, your access times, and the pages you have viewed directly before and after accessing the Site.

## Financial Data

Financial information, such as data related to your payment method that we may collect when you hire our services from the Site. We store only very limited, if any, financial information that we collect. Otherwise, the payment processor used for you to make the payments stores all financial information, and you are encouraged to review their privacy policy and contact them directly for responses to your questions.

## Mobile Device Data

Device information, such as your mobile device ID, model, and manufacturer, and information about the location of your device, may be collected if you access the Site from a mobile device.

# USE OF YOUR INFORMATION

Having accurate information about you permits us to provide you with a smooth, efficient, and customized experience. Specifically, we may use information collected about you via the Site to:

* Assist law enforcement and respond to subpoena.
* Compile anonymous statistical data and analysis for use internally.
* Email you regarding your order.
* Enable user-to-user communications.
* Fulfill and manage contracts, orders, and payments related to the Site.
* Increase the efficiency and operation of the Site.
* Perform other business activities as needed.
* Prevent fraudulent transactions, monitor against theft, and protect against criminal activity.
* Process payments and refunds.
* Resolve disputes and troubleshoot problems.
* Respond to product and customer service requests.
* Send you a newsletter.

# DISCLOSURE OF YOUR INFORMATION

We may share information we have collected about you in certain situations. Your information may be disclosed as follows:

## By Law or to Protect Rights

If we believe the release of information about you is necessary to respond to legal process, to investigate or remedy potential violations of our policies, or to protect the rights, property, and safety of others, we may share your information as permitted or required by any applicable law, rule, or regulation. This includes exchanging information with other entities for fraud protection and credit risk reduction.

## Business Partners

We may share your information with our business partners to offer you certain products, services, or promotions.

# TRACKING TECHNOLOGIES

## Cookies and Web Beacons

We may use cookies, web beacons, tracking pixels, and other tracking technologies on the Site to help customize the Site and improve your experience. When you access the Site, your personal information is not collected through the use of tracking technology. Most browsers are set to accept cookies by default. You can remove or reject cookies, but be aware that such action could affect the availability and functionality of the Site. You may not decline web beacons. However, they can be rendered ineffective by declining all cookies or by modifying your web browser’s settings to notify you each time a cookie is tendered, permitting you to accept or decline cookies on an individual basis.

For more information on how we use cookies, please refer to our Cookie Policy posted on the Site, which is incorporated into this Privacy Policy. By using the Site, you agree to be bound by our Cookie Policy.

## Website Analytics

We may also partner with selected third-party vendors to allow tracking technologies and remarketing services on the Site through the use of first-party cookies and third-party cookies, to, among other things, analyze and track users’ use of the Site, determine the popularity of certain content, and better understand online activity. By accessing the Site, you consent to the collection and use of your information by these third-party vendors. You are encouraged to review their privacy policy and contact them directly for responses to your questions. We do not transfer personal information to these third-party vendors. However, if you do not want any information to be collected and used by tracking technologies, you can visit the third-party vendor or the [Network Advertising Initiative Opt-Out Tool](http://www.networkadvertising.org/choices/) or [Digital Advertising Alliance Opt-Out Tool](http://www.aboutads.info/choices/).

You should be aware that getting a new computer, installing a new browser, upgrading an existing browser, or erasing or otherwise altering your browser’s cookies files may also clear certain opt-out cookies, plug-ins, or settings.

# THIRD-PARTY WEBSITES

The Site may contain links to third-party websites and applications of interest, including advertisements and external services that are not affiliated with us. Once you have used these links to leave the Site, this Privacy Policy does not cover any information you provide to these third parties, and we cannot guarantee the safety and privacy of your information. Before visiting and providing any information to any third-party websites, you should inform yourself of the privacy policies and practices (if any) of the third party responsible for that website, and should take those steps necessary to, in your discretion, protect the privacy of your information. We are not responsible for the content or privacy and security practices and policies of any third parties, including other sites, services or applications that may be linked to or from the Site.

# SECURITY OF YOUR INFORMATION

We use administrative, technical, and physical security measures to help protect your personal information. While we have taken reasonable steps to secure the personal information you provide to us, please be aware that despite our efforts, no security measures are perfect or impenetrable, and no method of data transmission can be guaranteed against any interception or other type of misuse. Any information disclosed online is vulnerable to interception and misuse by unauthorized parties. Therefore, we cannot guarantee complete security if you provide personal information.

# OPTIONS REGARDING YOUR INFORMATION

## Emails and Communications

If you no longer wish to receive correspondence, emails, or other communications from us, you may opt-out by contacting us using the contact information provided below.

If you no longer wish to receive correspondence, emails, or other communications from third parties, you are responsible for contacting the third party directly.

# CONTACT US

If you have questions or comments about this Privacy Policy, please contact us at:

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