

## Privacy Notice and Consent Form

**CGT Commit Global Translations Ltd.** (“Commit Global”) is committed to protecting and respecting your privacy. We want to tell you how we use and protect your personal information. This includes informing you of your rights regarding your personal information that we hold.

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. In other cases, we will get that information from you with your permission and consent, or we may receive your personal information from third parties to whom you have given consent to pass this information on to us.

### 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 CGT Commit Global Translations Ltd.?

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

#### **CGT Commit Global Translations Ltd. Headquarters**

14 Papalazarou St., Office 103, Geroskipou, 8201 Paphos, Cyprus  
Email: [info@commit-global.com](mailto:info@commit-global.com)

Website: <http://www.commit-global.com>

### Information we may collect from you

Commit Global 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

You may give us information about you with your consent, for example:

- Assigning a job to us or signing a contract with us



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- 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

This information may be personal, financial, educational, or related to your employment history.

You may give us information for legal reasons, such as to enter into a contract with us, when you are buying services from us, or when you are taking a job at Commit Global.

### **Why does Commit Global collect personal information?**

Commit Global collects information for some or all the following reasons:

- To provide services to you under contract
- 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
- To provide information to you about our services if you have consented to receive it (for example through our newsletter)

### **What legal basis does Commit Global have for processing my information?**

Commit Global may process your information because:

- We have a contract with you
- You have given us permission to do so
- We must provide services to you after you have requested a service from us
- To comply with the law

### **Who might Commit Global share your information with?**

Commit Global 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:

- Our group companies, which means our subsidiaries and branches
- 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 Commit Global may share your personal information with a third party**

If Commit Global and all of its assets are acquired by or merged with a third party, personal data held by Commit Global about its customers and vendors will be one of the transferred assets of the company.

In addition, Commit Global will share your personal data with third parties for the following reasons:

- If Commit Global must comply with a legal obligation
- To protect the rights, property, or safety of Commit Global, 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 and as per our ISO 27001 certification in order to protect it, we cannot guarantee the absolute security of your data as it is transmitted and stored.

## **How long will you keep my personal information?**

Commit Global will not retain your personal information for longer than required.

We will keep your personal information:

- For 10 years in case you contact Commit Global regarding request of information, request for quote, a job application/collaboration or any other information.
- In the case of a collaboration where a formal Services Agreement is signed between you and Commit Global, we will retain your personal information for the duration of your collaboration with Commit Global and for 10 years after the termination of the Services Agreement signed between you and Commit Global or for ten years after the date of the last job assignment provided by Commit Global, whichever comes first.  
One of the reasons these files are kept is for tax/invoicing purposes required by law.
- Until you request us to stop using it and given that this request does not conflict with the above mentioned tax and invoicing requirements

## **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 Commit Global, then we will not enter into that contract or provide/order the services if you do not give us your personal information.

## Your Rights

Commit Global will respect your legal rights to your data.

Below are the rights that you have under law, and what Commit Global does to protect those rights:

### Legal right

### What Commit Global does to protect your rights

The right to be informed

Commit Global is publishing this Privacy Notice to keep you informed as to what we do with your personal information. We strive to be transparent about how we use your data.

The right to access

You have the right to access your information. Please contact Commit Global's Data Protection Officer at [dpo@commit-global.com](mailto:dpo@commit-global.com) if you wish to access the personal information Commit' holds about you.

The right to rectification

If the information Commit Global holds about you is inaccurate or not complete, you have the right to ask us to rectify it. If that data has been passed to a third party with your consent or for legal reasons, then we must also ask them to rectify the data. Please contact us if you need us to rectify your information: [dpo@commit-global.com](mailto:dpo@commit-global.com)

The right to erasure

This is sometimes called 'the right to be forgotten'. If you want Commit Global to erase all your personal data and we do not have a legal reason to continue to process and hold it, please contact us at [dpo@commit-global.com](mailto:dpo@commit-global.com)

The right to restrict processing

You have the right to ask Commit Global to restrict how we process your data. This means we are permitted to store the data but not further process it. We keep just enough data to make sure we respect your request in the future. If you want us to restrict processing of your data, please contact us at [dpo@commit-global.com](mailto:dpo@commit-global.com)

The right to data portability

Commit Global must allow you to obtain and reuse your personal data for your own purposes across services in a safe and secure way without this effecting the usability of your data. Please contact us if you want information on how to port your data elsewhere:



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## Legal right

### What Commit Global does to protect your rights

[dpo@commit-global.com](mailto:dpo@commit-global.com). This right only applies to personal data that you have provided to us as the Data Controller. The data must be held by us by consent or for the performance of a contract.

## The right to object

You have the right to object to Commit Global processing your data even if it is based on our legitimate interests, the exercise of official authority and direct marketing (including data aggregation). If you wish to object, please contact us at [dpo@commit-global.com](mailto:dpo@commit-global.com)

## The right to withdraw consent

If you have given us your consent to process your data but change your mind later, you have the right to withdraw your consent at any time and Commit Global must stop processing your data. If you want to withdraw your consent, please contact us at [dpo@commit-global.com](mailto:dpo@commit-global.com)

## The right to complain to a Supervisory Authority

You have the right to complain to a Supervisory Authority if you feel that Commit Global has not responded to your requests to solve a problem.

## Changes to Our Privacy Notice

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