

Privacy Policy

of

BlueGlobe International

A Professional Language Services Company

The BlueGlobe Commitment

BlueGlobe International respects and protects the privacy of all clients who use this website at all times. Be assured, no identifiable personal information will never be willfully disclosed or shared to any third party for commercial purposes without the express written permission from the respective client.

Personal Information

Whenever a client completes any of the online forms found on our website, BlueGlobe International receives the information. All identifiable personal information is collected from clients purely on a voluntary basis. To complete an accurate quote, BlueGlobe must obtain the client's name, e-mail address, telephone number, fax number (if applicable), and country of residence. All personal information received from a client, or potential client, will be used only for BlueGlobe internal purposes and will never be sold or provided to third parties for commercial purposes. As stated above, release of personal information requires the express written consent of the client.

Use of Personal Information

- ❖ BlueGlobe may use submitted personal information for client contact.
- ❖ Personal information is used for marketing and promotional efforts; to statistically analyze site usage, to improve content and product offerings; and to customize the content, layout, and services of our website.
- ❖ Client information may also be used to deliver pertinent information, which may be targeted to client interests, inclusive of the offering of new services.
- ❖ BlueGlobe regularly sends newsletters to clients, or potential clients who have completed the online 'Newsletter Subscription' form. This service is optional and an opt-out may be requested at any time.
- ❖ Personal information is stored by BlueGlobe for one calendar year, unless services are requested and ordered on an ongoing basis.
- ❖ Personal information may be used to produce a quotation for the potential use of our various language service options.

Protecting Personal Information? The BlueGlobe way

- ❖ All personal information, data, materials, etc. are protected internally against unauthorized use.
- ❖ Excessive information will not be requested. Only required information will be requested.
- ❖ Personal information will be kept up-to-date and accurate.
- ❖ Irrelevant personal information will be deleted from the client file.

Use of Cookies

BlueGlobe may regularly utilize the use of 'cookies' to personalize the online experience of the client. Cookies are identifiers which are transferred to the client's hard drive through the Web browser, in order to enable our system to recognize your browser. The purpose of a cookie is to inform the Web server of return to a specific page.

The ability to accept or decline cookies is possible by modifying your web browser.

Use of Non-Personal Information

At times, and in some cases, BlueGlobe may collect information regarding a client which is not personally identifiable. This information is used to analyze trends, administer the website, track users' used and movement of the website, and to gather demographic information regarding our user base. The information collected is used only for internal review and will never be willfully disclosed or shared to any third party for commercial purposes without the express written permission from the respective client.

Can the Client Edit or Remove Information?

The answer is 'Yes'. The BlueGlobe privacy policy has been provided as a statement to our clients regarding our commitment to protect all personal information. If personal information has been submitted by use of our website, and the respective client desires the information to be deleted from our records, or wishes to update, and/or correct the information, simply send an e-mail notifying BlueGlobe to info@blueglobe.com.

Effective Date & Updates

BlueGlobe International reserves the right to make changes, and/or additions to this Privacy Policy as viewed. In the event substantial material change is made, visitors and clients will be informed that our privacy policy has changed and will be directed to the new privacy policy by a noticeable link. We encourage all clients to review this policy periodically to fully understand what type of information is collected and how it issued.

Agreeing to Terms

In the event a client, potential client, or visitor does not agree to the terms of BlueGlobe International's privacy policy, as posted on our website, then we request the responsible party to refrain from using our website and to not request or use any language services offered by BlueGlobe.

By using our website, you are unconditionally consenting to the collection, gathering, processing, and use of the information provided by BlueGlobe International.

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