

## **Helping Hands Interpreting Services Privacy Policy**

This privacy notice discloses the privacy practices for interpreting.services. This privacy notice applies solely to information collected by this website. It will notify you of the following:

1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.
5. How policy changes will be communicated.

### **Information Collection, Use, and Sharing**

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information in response to the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to provide an interpreter.

When we disclose your personal information to agents or sub-contractors for these purposes, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, we may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

### **Your Access To And Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

### **Securing Your Data**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. GoDaddy, which operates and

secures the page, has its own privacy policy and uses encryption when collecting sensitive information.

While we use a third-party provider to collect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (e.g., perform the interpreting service, electronic communications or customer service) are granted access to personally identifiable information. The computers/servers on which we store personally identifiable information are kept in a secure environment.

### **Updates**

Our Privacy Policy may change from time to time and all updates will be posted on this page. If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 314-629-4930 or [interpreting.services](mailto:interpreting.services).