

LTES GDPR POLICY

LTES may collect some personal data with the explicit consent of the data subject and will never share these data with third-party marketers.

Personal data is data that can be used to identify an individual (here the “data subject”). For example, first name and family name, email address, home address, phone number.

LTES collects personal data under the following circumstances:

- 1) To draw up an NDA agreement and an agreement of services with the data subject
- 2) To communicate with the data subject in the framework of a service agreement
- 3) To organize language training for the data subject
- 4) To communicate with the data subject in the framework of his/her training
- 5) Personal data may be included in translation projects provided by the data subject for translation or by an agency handling the translation project on behalf of the data subject.

Data retention

All information is stored on spaces that are accessible only to the data controller. Standard security measures are in place to prevent the loss or unauthorized access of personal data stored.

Should a data breach occur, users will be notified via email within seven business days.

Disclosure of personal data

Any personal data collected by LTES has never been and will never be sold, traded, or otherwise transferred to outside parties.

Personal data may be disclosed to third parties under the following conditions:

- With the consent of the data subject;

- When it is requested by competent authorities to comply with any legal obligation, or to protect LTES's rights, property, or safety or those of others.
- To website hosting partners and other parties who assist LTES in operating the online Training service, so long as those parties agree to keep this information confidential;
- To LTES service providers, namely teachers and translators, in the framework of the service requested by the Data Subject and only if those parties agree to keep this information confidential.

The rights of the Data Subject

In accordance with European law under the General Data Protection Regulation (GDPR), the data subject has numerous rights in regard to the personal data LTES holds about them, including:

- Right to confirmation—you have the right to know if LTES holds any personal data related to you;
- Right to access—you have the right to view and to obtain a copy of any personal data related to you that LTES might hold;
- Right to rectification—you have the right to have any inaccuracies corrected within the personal data related to you that LTES might hold;
- Right to erasure—you have the right to have your personal data removed from any of the systems LTES may use.

Should you wish to exercise any of these rights, please contact LTES by email or by telephone. The contact details can be found on the relevant page of this website.

Updating this GDPR policy

This privacy policy may be updated or amended from time to time, to comply with law or to meet business requirements. Any updates or amendments will be posted on this website. By continuing to access this website, your access and use will be subject to these updates and amendments.