This Privacy Notice governs your use of the Xerox Easy Translator Service and the Xerox Easy Translator website, made available by ABBYY USA Software House, Inc. (“ABBYY”) and together with its Vendors (as defined in Section 7.1, below) collectively referred to as “we” or “us”. The Xerox name and logo are registered trademarks of Xerox Corporation and are used pursuant to a license from the Xerox Corporation. This Privacy Notice is applicable only to the Xerox Easy Translator Service (the “Service”) and the Xerox Easy Translator websites located at https://xeroxtranslates.com and at partner.xeroxtranslates.com (https://partner.xeroxtranslates.com/partners/?merchant=ABBYYLAN&template=Signup-template&lang=en), or any successor websites of either of them (jointly, the “Website” or the “Site” and, together with the Service, the “Services”). No other Privacy Notice of ABBYY is applicable to the Services. ABBYY is committed to maintaining your privacy. This Privacy Notice (“Privacy Notice”) outlines ABBYY’s privacy practices with respect to the Services, including the types of information that you may provide to us, how we use such information and the choices you have regarding our use of that information. We may collect the information through the Website; when you purchase, register or use the Services through computers, multi-function printers or mobile devices; through our online support services; or through email messages that we send to you, or offline, such as when you attend one of our trade shows or contact our customer service line or email support.

1. NOTICE.

1.1. The Types of Information You May Provide. Information you may provide or that we may collect from you in connection with the Services falls into four broad categories:

(i) Personally Identifiable Information,
(ii) Activities Information,
(iii) Anonymous Information
and (iv) Other Confidential Information.

1.2. Personally Identifiable Information or Personal Data. We use the terms “Personally Identifiable Information” and “Personal Data” to mean any information that could reasonably be used to identify you, including but not limited to your name, address, e-mail address, and telephone number.

1.3. Activities Information. We use the term “Activities Information” to refer to information collected by so-called “persistent identifiers” such as cookies and web beacons. Activities Information does not directly identify a particular person; however, this information is or can potentially be linked to a particular computer or device and therefore constitutes the “Personal Identifiable Information”.

Our Website uses cookies to distinguish you from other users of our Website. This helps us to provide you with a good experience when you browse our Website and also allows us to improve our Site.

1.4. Anonymous Information. “Anonymous Information” is information that does not identify you, and may include general statistical information concerning, for example, your use of our Services, such as the number of orders you have placed, the average transaction amount, your access to content on the Website, or the pages on our Site that you visit most frequently.

1.5. Other Confidential Information. We use the term “Other Confidential Information” to refer to any data, information, or material uploaded or submitted by you (or any individuals who are authorized by you to use the Services) for any type of translation. Our use of Other Confidential Information is governed by the Xerox Easy Translator Terms of Service
Agreement, which may be found at https://xeroxtranslates.com/terms-of-service. This Privacy Notice does not apply to Other Confidential Information.

2. CHOICE AND CONSENT.
Please read this Privacy Notice carefully. Providing your Personally Identifiable Information to us through the Services confirms your agreement to the terms of this Privacy Notice. We will only use your personal data when Data Protection Laws allow us to. Most commonly, we will use your personal data in the following circumstances:
(1) Where we need to perform the contract we are about to enter into or have entered into with you.
(2) Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
(3) Where we need to comply with a legal or regulatory obligation.

2.1. Receiving Electronic Communications from Us. You can opt-in to receiving bulletins, updates, or other Services marketing-related materials by clicking on the subscribe link on the Website or other email communications to you. You can opt-out of receiving bulletins, updates, or other Services marketing-related materials to which you have opted-in by clicking on the unsubscribe link on the bottom of each marketing e-mail.

2.2. Effect of Opt-Out. If you opt out of receiving electronic marketing communications from us pursuant to Section 2.1, please be advised that your election will be implemented only with respect to the Services and will not operate as your opt-out election for any other marketing email communications or sharing of your Personally Identifiable Information with respect to any other products or services offered or supported by ABBYY. In order to opt-out of communications or sharing unrelated to the Services, please follow the instructions in the general ABBYY Privacy Notice, which may be found at: https://www.abbyy.com/en-us/privacy/.

If you have previously opted out of receiving electronic marketing communications from ABBYY with respect to any other products or services pursuant to the general ABBYY Privacy Notice, that election will not be effective as an opt-out with respect to the Services.

2.3. Exceptions. Please understand that if you choose not to receive marketing-related electronic communications from us, we may still send you important administrative messages, such as notices concerning operation of the Services or your purchases or orders, and legal and other notices concerning your use of the Services. You cannot opt-out from receiving administrative messages.

3. HOW WE COLLECT YOUR PERSONAL DATA?
3.1. Our Collection of Personally Identifiable Information. We may collect Personally Identifiable Information from you. Personally Identifiable Information may be collected as part of the normal operation of our Services. If you submit any Personally Identifiable Information relating to other people to us in connection with the Services, you represent that you have the authority to do so and to permit us to use the information in accordance with this Privacy Notice. The following further explains the Personally Identifiable Information that may be collected by us:

3.1.1. Registration Information. If you register with us in order to purchase Services, receive technical support, or receive information and discounts on newer versions and updates for our Services and other benefits we may provide (regardless of whether your purchase is made through ABBYY or a reseller, distributor or Vendor), we may ask you to provide certain Personally Identifiable Information, such as name, email address, telephone number or other information. If you do not register, we will be unable to provide you with the Services or with technical support.

3.1.2. Purchase of Services. We collect Personally Identifiable Information, including contact information (such as name, email address, and home or business address) and financial information (such as payment card number, expiration date and security code or other information), in connection with your orders and purchases.
3.1.3. **Email Addresses; Customer Service Chats.** You may wish to contact us or provide us with comments and feedback concerning our Services. If you do, you may provide us with your email address and other Personally Identifiable Information.

3.1.4. **Questionnaires and Surveys.** Our Website may allow you to participate in optional surveys and questionnaires from time to time. We may ask that, in addition to providing your responses, you also provide Personally Identifiable Information.

3.1.5. **Social Media Account Connection.** We may collect Personally Identifiable Information from you and from your social media account if you elect to connect your social media account to your Services account, such as by logging into your Services account using your social media account credentials. If you do, your Personally Identifiable Information may be disclosed to your friends or contacts associated with your social media account and to your social media account provider, and the use of such information will be governed by the social media account provider’s privacy policy.

3.1.6. **Offline.** We may collect Personally Identifiable Information from you offline, such as when you call us seeking customer service or technical support, attend one of our trade shows or place an order over the phone.

3.1.7. **Other Sources.** We may receive your Personally Identifiable Information from other sources, such as public databases, joint marketing partners, social media platforms, data brokers, from people with whom you are friends or otherwise connected on social media platforms, as well as from other third parties, including those who provide list enhancement services.

3.2. **Our Collection of Activities Information.** We collect Activities Information about your activity with respect to our Services. The following further summarizes the Activities Information that may be collected:

3.2.1. **IP Addresses; Logs; Other System Information.** We may automatically receive and record information in our server logs from your browser or device (including but not limited to your computer system, mobile device and/or multi-function printer), including your IP address (the Internet address of your computer), your computer's name, the type and version of your web browser, referrer addresses, device manufacturer and model, language, name and version of the Services (such as the App, as defined below) you are using and other generally-accepted log information. We may also record page views (hit counts) and other general statistical and tracking information about use of the Services. In addition, we may collect information about the presence of any software that our Services may require to operate with your computer or device, or other third party software on your computer or device, for product development and customer service purposes.

3.2.2. **Information About Your Use of the Site.** We use a third-party service provider that collects information regarding your use of the Site, such as pages visited, links clicked, non-sensitive text entered and mouse movements, as well as your IP address, referring URL, browser, operating system, cookie information and Internet Service Provider. The service provider uses this information to show us how you and other visitors use the Site, so that we can identify problems and improve the Site.

3.2.3. **Cookies.** A cookie is a small amount of data, which often includes an anonymous unique identifier, which is sent to your browser from a website’s computers and stored on your computer's hard drive. We may use cookies on the Website.

3.2.4. **Email Click-Throughs.** We may send email messages, which use a “click-through URL” linked to content on the Website. When you click one of these URLs, you pass through our web server before arriving at the destination web page. If you prefer that we not learn that you have clicked on the link, simply do not click text or graphic links in the email.

3.2.5. **Mobile App Usage.** When you download and use one of Xerox’s applications designed for mobile devices that link you to the Services (an “App”), we may collect App usage data, including, but not limited to, the date and time the App on your device accesses our servers and what information and files have been downloaded and/or uploaded to the App based on your device number.
3.2.6. Multi-function Printer App Usage. When you download and access Xerox’s application designed for multi-function printers that link you to the Services (the “ConnectKey App”), we may collect ConnectKey App usage data, including, but not limited to, the date and time the ConnectKey App on your device accesses our servers and what information and files have been downloaded and/or uploaded to the ConnectKey App based on your device number.

4. HOW WE USE YOUR PERSONAL DATA?

4.1. Our Use of Personally Identifiable Information. We may use Personally Identifiable Information as follows.

4.1.1. Provision of the Services. We use your Personally Identifiable Information to provide the Services to you, including to respond to your inquiries, fulfill your requests and purchases, and provide you with related customer service. Please note that ABBYY does not directly collect or store your financial account information – instead, we use a third-party payment service Vendor (the “Payment Processing Company”) to collect and process your payment information.

4.1.2. Administrative and Informational Notices and Bulletins. We may send administrative information to you, for example, information regarding the Services and changes to our terms, conditions, and policies.

4.1.3. Marketing. We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising. Periodically, we may also send news, bulletins, marketing materials, or other information to you in the interest of improving our products and services, and developing and offering new products and service, subject to your choice with respect to marketing email communications, as provided in Section 2 above. We may use your Personally Identifiable Information to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which products, services and offers may be relevant for you (we call this marketing). You will receive marketing communications from us if you have requested information from us or purchased Services from us and, in each case, you have not opted out of receiving that marketing.

4.1.4. Other Business Purposes. We may use Personally Identifiable Information as we believe to be necessary or appropriate:

(a) under applicable law, including laws outside your country of residence;
(b) to comply with legal process;
(c) to respond to requests from public and government authorities, including public and government authorities outside your country of residence;
(d) to enforce our terms and conditions;
(e) to protect our operations;
(f) to protect our rights, privacy, safety or property, and/or that of you or others; and
(g) to allow us to pursue available remedies or limit the damages that we may sustain.

4.2. Our Use of Activities Information. We use Activities Information as follows. We may also use or disclose Activities Information for any purpose, to the extent permitted by applicable law.

4.2.1. IP Addresses; Logs. General statistics and tracking information will be aggregated with that of other users in order to understand how the Website is being used, and for security and monitoring purposes.

4.2.2. Cookies. We may use cookies to provide you with a tailored user experience and to make it easier for you to use the Website upon a future visit. Cookies must be enabled on your web browser, however, if you wish to access certain personalized features of our Services.

4.2.3. Tags. We may use so-called “pixel tags” — small graphic images (also known as “web beacons” or “single-pixel GIFs”) — to tell us what parts of the Website have been visited or to measure the effectiveness of searches customers perform on our Site. Pixel tags also enable us to send email messages in a format customers can read, and they inform us whether emails have been opened, to help ensure that our messages are of interest.

4.2.4. Click-Throughs. We track click-through data to help determine interest in particular topics and measure the effectiveness of our customer communications.
4.2.5. **Computer Configuration.** We use the information collected about your computer configuration or configuration of your mobile device(s) and/or multi-function printer to determine if your computer is compatible with the system that operates the Services.

4.3. **Do Not Track.** Do Not Track (DNT) is a privacy preference that users can set in some web browsers, allowing users to opt out of tracking by sites and online services. At the present time, the World Wide Web Consortium (W3C) has not yet established universal standards for recognizable DNT signals and therefore, ABBYY and the Site do not recognize DNT.

4.4. **Our Use of Anonymous Information.** We may use and disclose Anonymous Information for any purpose, including to analyze the effectiveness of the Site and to improve our Services.

4.5. **Special Categories of Personal Data.** We do not collect any Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

5. **YOUR LEGAL RIGHTS.**

Under certain circumstances, you have rights under Data Protection Laws in relation to your personal data. Please click on the links below to find out more about these rights:

- **Request access to your personal data** (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction of the personal data** that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- **Request erasure of your personal data.** This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- **Object to processing of your personal data** where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- **Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- **Request the transfer of your personal data** to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- **Withdraw consent** at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent. If you wish to exercise any of the rights set out above, please Contact us.

You will not have to pay a fee to access your personal data (or to exercise any of the other
(however, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

6. HOW LONG DO WE STORE INFORMATION COLLECTED?
ABBYY retains Personally Identifiable Information for the period of time needed in order to process your transaction, provide the Services to you and maintain ABBYY’s customer records. We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

When we no longer need to store your personal data, it will be destroyed or anonymized. Complete removal may not be immediate and in some instances archival residual copies may be impossible to delete. When you delete information from our cloud products, we may not immediately delete residual copies from our active servers and may not remove information from our backup systems.

7. TO WHOM IS YOUR PERSONAL INFORMATION DISCLOSED?
We may disclose your Personally Identifiable Information in the following ways:

7.1. Vendors. ABBYY will share your Personally Identifiable Information with third parties engaged to provide the Services to you, such as hosting or maintaining the Website, providing services related to the Services, collecting information, responding to and sending electronic mail, or other functions necessary to the provision of the Services (“Vendors”).

7.2. Transfer of Assets. We may transfer your Personally Identifiable Information to a third party in connection with any reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in connection with any bankruptcy or similar proceedings).

7.3. Xerox and its Resellers and Channel Partners. If you register for the Service via a Xerox reseller and/or Xerox channel partner link, we may share your Personally Identifiable Information that you provide to us or that we collect, with the Xerox reseller or Xerox channel partner with whom you had registered for the Service and with Xerox Corporation. We require Xerox Corporation and its resellers and channel partners not to use your Personally Identifiable Information for any purpose other than the operation of the Service.

7.4. Protecting Rights. We may disclose Personally Identifiable Information as we believe to be necessary or appropriate:
(a) under applicable law, including laws outside your country of residence;
(b) to respond to requests from public and government authorities, including public and government authorities outside your country of residence;
(c) to enforce our terms and conditions;
(d) to protect our operations;
(e) to protect our rights, privacy, safety or property, and/or that of you or others;
(f) to allow us to pursue available remedies or limit the damages that we may sustain; and
(g) to provide you the Services.

8. THIRD-PARTY SERVICES.
This Privacy Notice does not address, and we are not responsible for, the privacy or other practices of third parties, including any third party operating any site or service to which the Services link. This Website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share
data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit. The inclusion of a link on the Services does not imply endorsement of the linked site or service by us.

9. HOW DO WE PROTECT YOUR PERSONAL DATA?
ABBYY has put in place security systems designed to protect against unauthorized access to or disclosure of Personally Identifiable Information you provide to ABBYY, and we take reasonable steps to secure and safeguard this Information. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with ABBYY is no longer secure (for example, if you feel that the security of any account you might have with us has been compromised), please immediately notify ABBYY of the problem by contacting ABBYY in accordance with Section 19 (Contact Us). We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

10. QUALITY/DATA INTEGRITY.
We rely on you to provide us complete and accurate Personally Identifiable Information and to contact us if correction of such information is required.

11. BANNER ADS; ADVERTISING PROFILES.
Our Website may include the use of banner ad partners for the serving and targeting of ads, promotions, and other marketing messages. Ads may be provided, in some cases, by advertisers. These advertisers may use traditional banner ads, or other advertising methods, such as advertising using profiles and related Content. An advertiser may place or utilize its own cookie on your browser, and may use information about your visit to our Site, such as the number of times you have viewed the ad. If the advertiser requests that you provide to it Personally Identifiable Information, please be aware that this advertiser's use and collection of this information will be governed by its own Privacy Notice, and not our Privacy Notice. We recommend that you review the advertiser's Privacy Notice before providing Personally Identifiable Information. To learn more information about your choices concerning interest-based ads, visit https://www.networkadvertising.org/understanding-online-advertising/what-are-my-options or www.aboutads.info/choices

The Website may use Google Firebase Analytics and the third-party cookie DoubleClick to optimize our Website based on the traffic we receive and assist with marketing. To learn more about Google Firebase Analytics, including options for opting out and/or managing the ads you may see, please visit “How Google uses data when you use our partners’ sites or apps”.

12. MONITORING AND ENFORCEMENT.
ABBYY uses a self-assessment approach to assure compliance with this Privacy Notice and periodically verifies that the Privacy Notice is accurate, comprehensive for the information intended to be covered, prominently displayed, and accessible. We encourage users to raise any concerns by contacting ABBYY, as provided in Section 19 (Contact Us), and we will investigate and attempt to resolve any complaints and disputes regarding our use and disclosure of Personally Identifiable Information.

13. ANY INFORMATION LINKED WITH YOUR PERSONALLY IDENTIFIABLE INFORMATION IS PROTECTED AS “PERSONAL DATA”
To enable us to better understand the characteristics of our users and to provide services tailored to your needs, we may link the Personally Identifiable Information you have provided with Anonymous Information or other information. If we combine or link any Anonymous Information or other information with your Personally Identifiable Information, the resulting combination will be treated and protected as Personally Identifiable Information under this Privacy Notice.

14. PARTICIPATION BY CHILDREN AND TEENS; ADVISORY.
Due to federal law (as reflected in the Children's Online Privacy Protection Act), YOU MUST BE AT LEAST 13 YEARS OLD TO USE OUR SITES AND SERVICES. IF YOU ARE BETWEEN 13 AND THE APPLICABLE AGE OF MAJORITY, PLEASE REVIEW THIS AGREEMENT WITH YOUR PARENT OR GUARDIAN.

The Website does not knowingly solicit or collect Personally Identifiable Information online from children under the age of 13 without prior verifiable parental consent. If we learn that a child under the age of 13 has submitted personally identifiable information online without parental consent, it will take all reasonable measures to delete such information from its databases and to not use such information for any purpose (except where necessary to protect the safety of the child or others as required or allowed by law). If you become aware of any personally identifiable information we have collected from children under 13, please email us.

Minors under 18 years of age may have the personal information that they provide to us deleted by sending us an email requesting deletion. Please note that, while we make reasonable efforts to comply with such requests, deletion of your personal information does not ensure complete and comprehensive removal of that data from all systems.

15. NOTIFICATION OF CHANGES.
From time to time, ABBYY may change this Privacy Notice. If ABBYY makes any material changes ABBYY will post the new Privacy Notice at the privacy link on the Website. Your use of the Services following any such change means that you accept the revised Privacy Notice.

16. RELATIONSHIP TO XEROX EASY TRANSLATOR TERMS OF SERVICE AGREEMENT AND OTHER CONTRACTS.
This Privacy Notice must be read in conjunction with the Xerox Easy Translator Terms of Service Agreement, and, where applicable, with the Xerox Easy Translator Reseller Portal Terms of Use. The provisions of our Xerox Easy Translator Terms of Service Agreement and, where applicable, the Xerox Easy Translator Reseller Portal Terms of Use, are incorporated herein. To the extent the Xerox Easy Translator Terms of Service Agreement or the Xerox Easy Translator Reseller Portal Terms of Use conflicts with the terms of this Privacy Notice, the terms of this Privacy Notice will control. Moreover, to the extent this Privacy Notice conflicts with the terms and conditions of any other agreement you enter with us, the terms and conditions of such other agreement will control.

17. CROSS-BORDER TRANSFER.
Because ABBYY is a global company, we share your information with our affiliates and partners. Some of them located in countries outside the European Economic Area ("EEA") or the United States of America ("US"). Your personal data may be subject to the laws of other countries, where the data protection may not be as comprehensive as your country of residence.

Before we send your personal data outside of the EEA, we will use the appropriate legal safeguards (e.g. the EU Standard Contractual Clauses) that are necessary so that these data transfers are in compliance with applicable Data Protection Laws.

We use the following appropriate safeguards:

- [Standard Contractual Clauses adopted by the European Commission](#)
- [EU-US Privacy Shield](#)
- [Binding Corporate Rules](#)

Click on any of them to receive additional information. Please Contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the EEA. Also, some of our service providers may transfer and store information in servers hosted in countries outside the U.S., and the EEA. It may also be processed by staff operating outside the EEA or the U.S., who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the provision of support services or human translation. We will use the appropriate legal safeguards (e.g. the EU Standard Contractual Clauses) that are necessary so that these data transfers are in compliance with applicable Data Protection Laws.

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2 We share information with our affiliates in Australia, the United States of America, Ukraine,
Russia, Japan for our internal administrative purposes like accounting issues. We share information with our affiliates in the United States of America, Ukraine and Russia to improve and develop our products and websites.

Our Service Providers may transfer your Personal identifiable information to Bulgaria, Spain Croatia, Czech Republic, Denmark, Netherlands, United Kingdom, USA, Estonia, Finland, France, Canada, Germany, Greece, Israel, Hungary, Italy, Japan, Kenya, Korea, Latvia, Lithuania, Malta, Norway, Poland, Portugal, Brazil, Romania, Russia, Slovakia, Slovenia, Sweden, Ukraine, Ireland to provide you with Technical support and Human Translation Services.

18. Your California Privacy Rights

If you are a California resident, you may request information about our disclosure of personal information to third parties or our affiliates for their direct marketing purposes. To make such request, please contact us as set forth in Section 19 below. Please allow up to 30 days for us to process your request. You may submit such a request once per year.

If you are a California resident, California law provides you with the following rights with respect to your personal information:

- The right to know what personal information we have collected, used, disclosed and sold about you. To submit a request to know, visit ABBYY Data Subjects Access Requests (DSAR) form. You also may designate an authorized agent to make a request for access on your behalf on our Website via ABBYY DSAR form.
- The right to request that we delete any personal information we have collected about you. To submit a request for deletion, visit ABBYY DSAR form. You also may designate an authorized agent to make a request for deletion on your behalf on our Website via ABBYY DSAR form.
- You have the right to opt-out of the sale of your personal information by sending the request via “Do Not Sell My Personal Information” form. You also may designate an authorized agent to make a request to opt-out of the sale of your personal on your behalf by sending the request via visiting “Do Not Sell My Personal Information” form. Please see below for the categories of personal information we may have sold about you in the preceding 12 months.

When you exercise these rights and submit a request to us, we will verify your identity by asking you to verify your email address and communicating with us via ABBYY DSAR form or “Do Not Sell My Personal Information” form.

Your exercise of these rights will have no adverse effect on the price and quality of our Services.

For the 12-month period prior to the date of this Privacy Notice, we may have sold the following categories of personal information about you:

- identifiers such as a name, business and home address, email address, and other similar identifiers;
- Internet and other electronic network activity information, including, but not limited to, unique personal identifiers (such as a IP addresses; Logs; System Information; Cookies; Email Click-Throughs) regarding your interaction with Website, App or advertisements; and
inferences drawn from any of the information identified above to create a profile about you reflecting your preferences, characteristics, psychological trends, predispositions, behavior, attitudes, and aptitudes.

19. CONTACT US.
We have appointed a Privacy Officer who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the Privacy Officer using the details set out below.
Privacy Officer:
ABBYY USA Software House, Inc.
890 Hillview Court, Suite 300, Milpitas, CA 95035
contact@xeroxtranslates.com

ABBYY Europe GmbH is ABBYY USA Software House, Inc. data protection representative for the European Economic Area, Switzerland and the UK. ABBYY Europe GmbH can be reached at the following address:
ABBYY Europe Postal address: Landsberger Str. 300, 80687 Munich, Germany,
Attn: Legal

Data Protection Officer of the ABBYY USA Software House, Inc. under the GDPR can be reached at the following address:
Tel: +491712440099
Email: niedermmeier@data-business-services.com

We try to respond to all legitimate requests within 30 days. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.
You have the right to make a complaint at any time to your local Data Protection Authority protection issues. We would, however, appreciate the chance to deal with your concerns before you approach the Data Protection Authority so please contact us in the first instance.

20. INTERPRETATION.
This Privacy Notice has been prepared in the English language and has been translated for convenience from the English language into multiple other languages. In the event of any conflict or inconsistency between the English language version of this Privacy Notice and its foreign language translation, the English language version, which may be found at https://xeroxtranslates.com/docs/XeroxEasyTranslator_PrivacyNotice_en.pdf shall prevail.

21. EFFECTIVE DATE.
The effective date of this Privacy Notice is December, 31, 2019.

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