



Privacy Statement

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Introduction

LitLingo is a compliance tech solution that offers a powerful suite of tools designed to improve business communication, mitigate risk, and provide in the moment training to customer employees.

When we refer to “LitLingo”, we mean LitLingo Technologies, Inc, the entity that acts as the controller or processor of your information.

We understand that you are aware of and care about your own personal privacy interests, and we take that seriously. This Privacy Notice describes LitLingo's policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognize that information privacy is an ongoing responsibility, and so we will from time to time update this Privacy Notice as we undertake new personal data practices or adopt new privacy policies.



Data Protection Officer

LitLingo is headquartered in Austin, TX, in the United States, 110 Wild Basin RD, Suite 150, Austin, TX 78746. LitLingo has appointed an external data protection officer for you to contact if you have any questions or concerns about LitLingo's personal data policies or practices. If you would like to exercise your privacy rights, please direct your query to LitLingo's data protection officer. LitLingo's data protection officer's name and contact information are as follows:

Adam Brogden
GDPRLocal Ltd
dpo.support@gdprlocal.com
Tel: + 441 772 217 800
GDPR Local Ltd
1st Floor Front Suite 27-29 North Street, Brighton England BN1 1EB

EU/UK ARTICLE 27 REPRESENTATIVE INFORMATION

Our EU Representative:

Under Article 27 of the GDPR, we have appointed an EU Representative to act as our data protection agent. Our nominated EU Representative is :

Instant EU GDPR Representative Ltd.
Adam Brogden contact@gdprlocal.com
Tel +35315549700
INSTANT EU GDPR REPRESENTATIVE LTD
Office 2,
12A Lower Main Street, Lucan Co. Dublin
K78 X5P8
Ireland

Our UK Representative:

Under Article 27 of the UK Data Privacy Act, we have appointed a UK Representative to act as our data protection agent. Our nominated UK Representative is:

GDPR Local Ltd.
Adam Brogden contact@gdprlocal.com
Tel +44 1772 217800
1st Floor Front Suite
27-29 North Street, Brighton
England
BN1 1EB



How we collect and use (process) your personal information

LitLingo collects personal information about its website visitors and customers. With a few exceptions, this information is generally limited to:

- name
- job title
- employer name
- work address
- work email
- work phone number

We use this information to provide prospects and customers with services.

We do not sell personal information to anyone and only share it with third parties who are facilitating the delivery of our services.

From time to time, LitLingo receives personal information about individuals from third parties. Typically, information collected from third parties will include further details on your employer or industry. We may also collect your personal data from a third party website (e.g. LinkedIn).

Use of the LitLingo Website

As is true of most other websites, LitLingo's website collects certain information automatically and stores it in log files. The information may include internet protocol (IP) addresses, the region or general location where your computer or device is accessing the internet, browser type, operating system and other usage information about the use of LitLingo's website, including a history of the pages you view. We use this information to help us design our site to better suit our users' needs. We may also use your IP address to help diagnose problems with our server and to administer our website, analyze trends, track visitor movements, and gather broad demographic information that assists us in identifying visitor preferences.

LitLingo has a legitimate interest in understanding how members, customers and potential customers use its website. This assists LitLingo with providing more relevant products and services, with communicating value to our sponsors and corporate members, and with providing appropriate staffing to meet member and customer needs.

Cookies and tracking technologies

LitLingo makes available a comprehensive Cookie Policy that describes the cookies and tracking technologies used on LitLingo website and provides information on how users can accept or reject them. To view the notice, just click



[https://uploads-ssl.webflow.com/61d6274771b35897886e6334/64b73eea845b4c75a48969de_LitLingo_%20GDPR%20Cookie%20Policy%20v1.0.0-0.docx%20\(2\).pdf](https://uploads-ssl.webflow.com/61d6274771b35897886e6334/64b73eea845b4c75a48969de_LitLingo_%20GDPR%20Cookie%20Policy%20v1.0.0-0.docx%20(2).pdf)

Sharing information with third parties

The personal information LitLingo collects from you is stored in one or more databases hosted by third parties located in the United States. These third parties do not use or have access to your personal information for any purpose other than cloud storage and retrieval. On occasion, LitLingo engages third parties to send information to you, including information about our products, services, and events.

We do not otherwise reveal your personal data to non-LitLingo persons or businesses for their independent use unless:

- (1) you request or authorize it;
- (2) it's in connection with LitLingo-hosted and LitLingo co-sponsored conferences as described above;



(3) the information is provided to comply with the law (for example, compelled by law enforcement to comply with a search warrant, subpoena, or court order), enforce an agreement we have with you, or to protect our rights, property or safety, or the rights, property or safety of our employees or others;

(4) the information is provided to our agents, vendors or service providers who perform functions on our behalf;

(5) to address emergencies or acts of God; or

(6) to address disputes, claims, or to persons demonstrating legal authority to act on your behalf.

We may also gather aggregated data about our services and website visitors and disclose the results of such aggregated (but not personally identifiable) information to our partners, service providers, advertisers, and/or other third parties for marketing or promotional purposes.

The LitLingo website connects with third party services such as Facebook, LinkedIn, Twitter, Hubspot, and others. If you choose to share information from the LitLingo website through these services, you should review the privacy policy of that service. If you are a member of a third party service, the aforementioned connections may allow that service to connect your visit to our site to your personal data.

Transferring personal data to the U.S.

LitLingo has its headquarters in the United States. Information we collect about you will be processed in the United States. By using LitLingo's services, you acknowledge that your personal information will be processed in the United States.

According to the latest adequacy decision for the EU-U.S. Data Privacy Framework adopted by the European Commission, the United States ensures an adequate level of protection – compared to that of the EU - for personal data transferred from the EU to US companies participating in the EU-U.S. Data Privacy Framework.

Depending on the circumstance, LitLingo also collects and transfers to the U.S. personal data with consent; to perform a contract with you; or to fulfill a compelling legitimate interest of LitLingo in a manner that does not outweigh your rights and freedoms.

LitLingo endeavors to apply suitable safeguards to protect the privacy and security of your personal data and to use it only consistent with your relationship with LitLingo and the practices described in this Privacy Statement. LitLingo also enters into data processing agreements and model clauses with its vendors whenever feasible and appropriate. Since it was founded, LitLingo has received zero government requests for information.



For more information or if you have any questions, please contact us at privacy@LitLingo.com or dpo.support@gdprlocal.com.

Data Subject rights

The European Union's General Data Protection Regulation (GDPR), United Kingdom General Data Protection Regulation ("UK GDPR") and other countries' privacy laws provide certain rights for data subjects. Data Subject rights under GDPR include the following:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right of data portability
- Right to object
- Rights related to automated decision making including profiling

This Privacy Notice is intended to provide you with information about what personal data LitLingo collects about you and how it is used.

If you wish to confirm that LitLingo is processing your personal data, or to have access to the personal data LitLingo may have about you, please contact us.

You may also request information about: the purpose of the processing; the categories of personal data concerned; who else outside LitLingo might have received the data from LitLingo; what the source of the information was (if you didn't provide it directly to LitLingo); and how long it will be stored.

You have a right to correct (rectify) the record of your personal data maintained by LitLingo if it is inaccurate. You may request that LitLingo erase that data or cease processing it, subject to certain exceptions. You may also request that LitLingo cease using your data for direct marketing purposes. In many countries, you have a right to lodge a complaint with the appropriate data protection authority if you have concerns about how LitLingo processes your personal data. When technically feasible, LitLingo will—at your request—provide your personal data to you.

Reasonable access to your personal data will be provided at no cost. If access cannot be provided within a reasonable time frame, LitLingo will provide you with a date when the information will be provided. If for some reason access is denied, LitLingo will provide an explanation as to why access has been denied.



For questions or complaints concerning the processing of your personal data, you can email us at privacy@LitLingo.com or dpo.support@gdprlocal.com. Alternatively, if you are located in the European Union, you can also have recourse to the European Data Protection Supervisor or with your nation's data protection authority (ICO for the United Kingdom).

Data storage and retention

Your personal data is stored by LitLingo on its servers, and on the servers of the cloud-based database management services that LitLingo engages, located in the United States.

The retention period for service data, which encompasses the duration of the customer's business relationship with LitLingo and a subsequent period, is specifically determined in each customer contract. This enables LitLingo to analyze the data for its internal operations, as well as for historical and archiving purposes related to its services. LitLingo retains prospect data until such time as it no longer has business value and is purged from LitLingo systems.

All personal data that LitLingo controls may be deleted upon verified request from Data Subjects or their authorized agents. For more information on where and how long your personal data is stored, and for more information on your rights of erasure and portability, please contact us at: privacy@LitLingo.com or dpo.support@gdprlocal.com.

Children's data

We do not knowingly collect or maintain Personally-Identifying Information from anyone under the age of 13, unless or except as permitted by law. Any person who provides Personally-Identifying Information through the Website represents to us that he or she is 13 years of age or older. If we learn that Personally-Identifying Information has been collected from a user under 13 years of age on or through the Website, then we will take the appropriate steps to cause this information to be deleted.

If you are the parent or legal guardian of a child under 13 who has become a member of the Website or has otherwise transferred Personally-Identifying Information to the Website, please contact us using our contact information below to have that child's account terminated and information deleted.



Questions, concerns or complaints

If you have questions, concerns, complaints, or would like to exercise your rights, please contact us at:

LitLingo Technologies
10 Wild Basin RD, Suite 150, Austin,
TX 78746.
privacy@LitLingo.com
(512) 677-6288

or

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