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Skapjana Translate & Create Privacy Policy

Skapjana Translate & Create is committed to protecting your privacy and always strives to provide a high level of data protection (for example, we would never sell your personal data to another company). This privacy policy will explain how Skapjana Translate & Create uses the personal data collected from you when you use our website www.skapjana.com or when you contact us via email. It also describes your rights and how you can assert them. If you do not agree with the data practices described in this Privacy Policy, you should not use the website or email service.

Please read this privacy policy carefully to ensure that you understand how your data is stored and processed. You are always welcome to contact me if you have any questions.

Anne-Marie Silvester

Owner, Skapjana Translate & Create

Email: info@skapjana.com

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What data do we collect?

Skapjana Translate & Create collects the following data:

- Personal identification information (name, email address, phone number, etc.)
- Company information of corporate customers and suppliers (company name, corporate identity number)
- Payment details of suppliers (payment history and payment information)

How do we collect your data?

You directly provide Skapjana Translate & Create with most of the data we collect. We collect data and process data when you:

- Use or view our website via your browser's cookies.
- Contact us via email.
- Place an order for any of our products or services.

In addition to the data you provide to us, we may also collect personal data from someone else (known as a third party). The data we collect from third parties are as follows:

- Address details from public records to make sure we have the correct details for you.
- Credit rating information from credit rating agencies, banks or information companies.

How will we use your data?

Skapjana Translate & Create collects your data so that we can:

- Process your request for a quote or order and manage your account and payment (customers)
- Contact you and collaborate as agreed and manage payment (suppliers).

How do we store your data?

Skapjana Translate & Create securely stores your data as follows:

- Microsoft 365/OneDrive (see www.microsoft.com/en-us/trust-center/privacy/gdpr-overview for details of where and how your data is stored)
- wix.com (see www.wix.com/about/privacy for details of where and how your data is stored)

Skapjana Translate & Create will keep your data for a maximum of seven (7) years if required under Swedish law. Once this period has expired, we will delete your data. Other

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data stored in Microsoft 365/OneDrive will be deleted as soon it is no longer required to fulfil a stated purpose as described above under *How will we use your data*. Sensitive personal data is deleted by using Bitdefender File Shredder (for files). You can also request for your data to be removed from our website (hosted by Wix).

Marketing

Skapjana Translate & Create would like to send you information about services of ours that we think you might like.

If you have agreed to receive marketing, you may always opt out later.

You have the right at any time to stop Skapjana Translate & Create from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please send an email to this effect to info@skapjana.com.

What are your data protection rights?

Skapjana Translate & Create would like to make sure you are fully aware of all your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Skapjana Translate & Create for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Skapjana Translate & Create correct any information you believe is inaccurate. You also have the right to request that Skapjana Translate & Create complete the information you believe is incomplete.

The right to erasure – You have the right to request that Skapjana Translate & Create erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Skapjana Translate & Create restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Skapjana Translate & Create's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Skapjana Translate & Create transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: info@skapjana.com

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Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information about cookies, visit allaboutcookies.org.

How do we use cookies?

Skapjana Translate & Create uses cookies in a range of ways to improve your experience on our website, including to ensure functionality, to gather anonymous statistics to help us understand how you use our website and for marketing purposes.

What types of cookies do we use?

- Essential cookies, which enable core functionality and cannot be disabled.
- Marketing cookies, which track advertising effectiveness and are opt-in.
- Functional cookies, which remember user choices to give a more personalised experience and are opt-in.
- Analytics cookies, which help us understand how visitors interact with our website and are opt-in.

See [Advanced Cookie Settings](#) on our website (under [Cookie Settings](#), bottom lefthand corner) for more information.

How to manage cookies

You can set your browser not to accept cookies, and allaboutcookies.org tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

The Skapjana Translate & Create website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

This information may be updated. The latest version is always published on our website. If we make material changes to the way we process your personal data, we will notify you by email. Latest update: see date in header.

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How to contact us

If you have any questions about Skapjana Translate & Create's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Skapjana Translate & Create has not addressed your concern in a satisfactory manner, you may contact the Swedish Authority for Privacy Protection (IMY). Email: imy@imy.se Phone: +46 (0)8 657 61 00