

## **UNICORN Advanced Management Platform Privacy Policy**

We recognize the sensitive nature of your personal account information. For your protection, all information transmitted by you to us while visiting our Web site is secured using the latest technology in software encryption and security. We use the information collected to process translation requests and to provide you with the best possible service. We will not use this information to send you promotional material, nor will we re-sell your personal data. We specialize in translation, not marketing, and frankly, it annoys us when we receive unsolicited clutter in our in-boxes too.

We created this privacy policy to demonstrate our firm commitment to Internet privacy. This policy describes how gltac.com gathers information and how that information is used. The areas covered in this policy are as follows:

- Site Registration / User Profile Information / Translation Request Information
- Use of Cookies
- Credit Card Processing and Security

### **Site Registration / User Profile Information / Service Request Information**

We use registration information (name, email address, phone numbers, etc.) to contact clients regarding translation requests. We must have at least a minimal amount of information to send you the quote, process an approved quote, and send you the final product along with the invoice. In addition, this registration process allows you to store sensitive information within our system, so you don't have to enter it each time, making the process more convenient. Finally, it allows you to track the progress of your requests.

### **Use of Cookies**

Our site does use cookies to provide a better user experience, such as storing session state data to quickly bring you back to where you were working in case of a session disconnect.

### **Credit Card Processing and Security**

Our secure server encrypts all payment information that you transmit to us while using our site. We use the latest 128-bit encryption technology to keep your personal information safe. This includes your name, credit card number and expiration date, billing address, and any other information on the payment form. The encryption process takes personal information and converts it into code that is securely transmitted over the Internet.

Credit card transactions are handled by a third-party financial institution that receives the credit card number and other personal identifying information only to verify the credit card numbers and process transactions.

If you have any additional questions about our privacy policy, please contact us at [info@unicorn-amp.com](mailto:info@unicorn-amp.com).