

- General Information

SPEAKUS is a cloud-based interpreting delivery platform that connects speakers, interpreters, and the audience. We simplify the process of organization the multilingual conferences, speeches and business negotiations using app-based remote simultaneous interpretation on smartphones and tablets. Company's head office based in Gorey, Co. Wexford, Ireland. Three representative offices are located in Russia, Kazakhstan and Australia. We provide services worldwide.

We maintain <https://speakus.club/> website and corresponding mobile platform. We use special forms collecting personal information on the site primarily to provide our services and products to you.

- Table of Contents

1.	Why privacy matters to us?	1
1.1.	GDPR Privacy Notice	2
1.2.	The information contained within the privacy notice	2
2.	The Data Controller for personal data	2
2.1.	Data Controller	2
2.2.	Legal Basis to proceeding Personal Data	2
2.3.	SPEAKUS's Data Controller	2
3.	Collection and use	2
3.1.	Purposes of collection	2
3.2.	Collection Methods	3
3.3.	Types of collection Personal Data	3
3.4.	Disclosure of personal information	4
3.5.	Third Parties	4
3.6.	Transferring your information overseas	4
3.7.	Cookies	4
3.8.	Links to other sites	5
4.	Data security and protection	5
4.1.	Data security	5
4.2.	Data Protection Principles	5
4.3.	Retention and deletion of Personal Data	6
5.	Visitor's rights	6
5.1.	Your rights in relation to personal data	6
5.2.	Withdrawal of consent	6
6.	Acceptance of these Conditions	7
7.	For Further Information	7

## 1. Why privacy matters to us?

At SPEAKUS, we take your privacy very seriously. We are committed to protecting the data you share with us. We have developed this policy because we want you to feel confident about the privacy and security of your personal data. Please read this Privacy Notice carefully as it contains important information about what to expect when we collect personal information about you.

## **1.1. GDPR Privacy Notice**

This Privacy Notice provides mandatory information as required under Articles 13 and 14 of the European General Data Protection Regulation (GDPR) regarding the transparency of personal data processing from May 25th, 2018. Consequently, we process all data provided by its users with accounts in its European Data Region, in the European Economic Area (EEA).

## **1.2. The information contained within the privacy notice**

This document explains how SPEAKUS processes information: the types of information we collect about you, how we collect and use it, who we might share it with, the steps we will take to make sure it stays private and secure, and your rights to your information.

## **2. The Data Controller for personal data**

### **2.1. Data Controller**

SPEAKUS may collect, record and analyze information of visitors to its website. The company processes Personal Data as a Controller, as defined in the GDPR: legal person, which determines the purposes and means of the processing of personal data. We are responsible for deciding how we hold and use personal information about you.

### **2.2. Legal Basis to proceeding Personal Data**

The legal basis for processing of your personal information will often be to fulfil the agreement you have entered or is about to enter with SPEAKUS. We may also be processing your personal data based on legal obligations set by law. In some cases, we base our processing on your explicit consent. Where the legal basis for processing is your consent, you may revoke your consent at any time and discontinue to receive the service.

### **2.3. SPEAKUS's Data Controller**

M11 Business Campus,  
Gorey, Co. Wexford, Ireland  
+44 750 976 48 62 (EU)  
+7 495 409-06-73 (CIS)

## **3. Collection and use**

### **3.1. Purposes of collection**

The personal data SPEAKUS collects may be used for the following purposes:

- process requests and purchases and manage your interactions with us,
- to communicate with you about services or products you have requested,
- to fulfil our legal obligations,
- to improve the quality of our services,
- for marketing purposes, and so that we can improve and tailor the services we offer you,
- to enhance your user experience, to understand and respect your preferences,
- to provide newsletters and details of relevant offers where you have agreed to receive them.

We may also use aggregate information and statistics for the purposes of monitoring website usage in order to help us to develop our website and our services.

### **3.2. Collection Methods**

According to the legitimate reasons and in order to provide you with our services, we may collect personal information about you from our website, telephone conversations, emails, and written and oral communications.

SPEAKUS gathers any Personal Data that you volunteer to us in our website's forms. We collect and process data when you register, purchase services, complete contact forms, signs up to newsletters. Currently we use four collection methods on the website – request a demo form, book for an event form, subscription form, and registration form.

Registration form provides an opportunity for SPEAKUS partners to sign-up for their online account to register and manage their conference interpretation settings. This section would require for partners to provide personally identifiable information, e.g. their name, payment method details, and contact information. It is also required to put conference details: name, date, and event logo.

### **3.3. Types of collection Personal Data**

Personal Data may comprise of:

- your first and last name,
- your email address,
- your telephone numbers.

We also gather the information:

- your system login credentials
- the information about planned events,
- your areas of interest,
- information as to the type of relationship that exists between us and yourself.

If you provide SPEAKUS with your social media details, we may retrieve publicly available information about you from social media.

Using a statistics counter, we may record domain names, IP addresses, numbers of visitors and visits on the website, geo-location data, length of time spent on the website, pages clicked on or where visitors have come. This data is used to promote our services. SPEAKUS may combine this information with the personally identifiable and other information it collects.

### **3.4. Disclosure of personal information**

Personal information of Data Subject may be shared with carefully selected partners, sponsors and licensees whose services and/or products we think may be of interest to you. Your preferences may be in the form of a consent given during the registration process or by other means, or a request for more information about an offer from one of our partners or sponsors.

In order to provide our services and products, SPEAKUS may, occasionally, appoint other organizations to carry out some of the processing activities on our behalf. These may include, for example, technology hosts, printing companies and mailing houses. In these circumstances, we will ensure that personal information is properly protected and that it is only used in accordance with this Privacy Notice.

### **3.5. Third Parties**

Your personal data may be disclosed to third party service providers, acting on our behalf, in connection with managing services, data analytics, finance, accounting or other administrative services and information technology support. These third-party service providers will have access to – and process – personal data only on our behalf and under our instructions and will be held to appropriate security obligations.

### **3.6. Transferring your information overseas**

Your information may be transferred and stored in countries outside the European Economic Area, including some that may not have laws that provide the same level of protection for personal information. When SPEAKUS does this, we will ensure it has an appropriate level of protection.

### **3.7. Cookies**

Cookies are small pieces of information sent by a website to a visitors' hard disk. Cookies cannot be used to run programs or deliver viruses to your computer. By continuing to visit the website, you agree to the placement of cookies on your device. If you choose not to accept our cookies, we cannot guarantee that your experience will be as fulfilling as it would otherwise be. SPEAKUS may also place cookies from third parties for functional and marketing purposes. The use of cookies is widespread and benefits the user.

We use data from cookies, including counters – Yandex.Metrica, Google Analytics, Google Tag Manager, Tilda. These cookies allow us to distinguish you from other website, which helps

us to provide you with a good experience when you browse our website and also allows us to improve our site. By consenting to this Privacy Notice you are giving us a permission to process your personal data specifically for the purposes identified.

### **3.8. Links to other sites**

Please be aware that while visiting our site, visitors can follow links to other sites that are beyond our sphere of influence. SPEAKUS is not responsible for the content or privacy policy of these other sites.

## **4. Data security and protection**

### **4.1. Data security**

SPEAKUS has put in place measures to protect the security of your information, for example we use HTTPS/TLS secure data protocol for transmission, and encryption at the database level. Details of these measures are available upon request.

Third parties may only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have set up appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, SPEAKUS limits access to your personal information only to those employees, agents, contractors and other third parties who have a business need to know. They may only process your personal information on our instructions and they are subject to a duty of confidentiality.

### **4.2. Data Protection Principles**

This Policy aims to ensure compliance with the Regulation. The Regulation sets out the following principles with which any party handling personal data must comply. All personal data must be:

- Processed lawfully, fairly, and in a transparent manner in relation to the data subject;
- Collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, is erased or rectified without delay;
- Kept in a form which permits identification of Data Subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for

archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organizational measures required by the Regulation in order to safeguard the rights and freedoms of the data subject;

- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures.

### **4.3. Retention and deletion of Personal Data**

The criteria used to determine the period of storage of personal data is the respective statutory retention period. After expiration of that period, the corresponding data is routinely deleted, as long as it is no longer necessary for the fulfillment of the contract or the initiation of a contract.

## **5. Visitor's rights**

### **5.1. Your rights in relation to personal data**

Under the GDPR, Data Subjects have various rights.

1. The right to be informed who is processing your personal data.
2. The right to access any personal data that has been collected about you.
3. The right to rectification - you may require correcting inaccurate personal information.
4. The right to erasure - you may require deleting or preventing further collection.
5. The right to restrict processing - you may require restricting the processing of specific categories of your personal information.
6. The right to data portability - you may require transferring personal data to a recipient of your choice.
7. The right to object - you may require giving or withdrawal of consent to the processing of personal data.
8. Rights related to automated decision making including profiling.

You can ask SPEAKUS to share with you the information that we hold that you have supplied to us at any time. If you make such a request, we will ask you to verify your identity and possibly ask you to give us more information about such a request. We may need to charge a nominal fee for this service for administrative purposes. To make a request for information, please contact us.

### **5.2. Withdrawal of consent**

Please be aware that you also have the right to ask SPEAKUS to stop using the information that you supplied us. Under the right to erasure you can also request for deletion of your file, although you should be aware that in some circumstances we may not be required or able to do so, particularly where your file also holds information about our clients or financial information that we need to keep for periods of up to six years; i.e. which relate to tax matters. If, under

any circumstances, we cannot comply with your request for information we will provide a full explanation as to why this is so.

## **6. Acceptance of these Conditions**

We assume that all visitors of our website, and SPEAKUS platform users have carefully read this document and agreed to its contents. If someone does not agree with this privacy policy, they should refrain from using our website and platform. We reserve the right to change our privacy policy as necessity dictates. Continued use of SPEAKUS website and platform after having been informed of any such changes to these conditions implies acceptance of the revised privacy policy. This privacy policy is an integral part of SPEAKUS's terms of use.

## **7. For Further Information**

If you have any further questions regarding the data SPEAKUS collects, or how we use it, then please feel free to contact us by email at: [join@speakus.club](mailto:join@speakus.club), by phone: +44 750 976 48 62 (EU) / +7 495 481 2248 (CIS), or in writing at:

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