

Privacy Policy

1. Introduction

At Arabic Translation Office, your privacy is of utmost importance. We are committed to protecting the personal information you provide to us, both during transmission and after we receive it. By using our website or services, you agree to the practices described in this Privacy Policy.

2. Information We Collect

We may collect and process the following categories of personal information:

- **Contact details:** name, address, postal code, phone number, email address
- **Service details:** documents submitted, translation preferences, project history
- **Technical data:** IP address, browser type, operating system, and pages visited (via cookies and server logs)

3. How We Collect Information

- When you complete our online forms or send us files by email or WhatsApp to request a quote or place an order.
- When you correspond with us by phone, email, or live chat.
- Automatically, through cookies and similar technologies as you browse our site.

4. Use of Your Information

We use your personal information to:

- Provide, manage, and improve our Arabic→English translation services.
- Communicate updates, quotes, and delivery timelines.
- Send you service announcements or special offers, when you opt in.
- Comply with our contractual obligations to you.

5. Cookies and Tracking

We employ cookies to understand website traffic and usage patterns. Cookies do **not** reveal personal details but help us optimize site performance and user experience. You may disable cookies in your browser settings, although this may affect site functionality.

6. Data Security and Confidentiality

All ATIO-certified translators, staff, and contractors working with Arabic Translation Office are bound by strict confidentiality agreements. We implement technical and organizational measures to safeguard your data against unauthorized access, alteration, or destruction.

7. Sharing Your Information

We do **not** sell, rent, or otherwise disclose your personal information to third parties, except when required by law or to fulfill our contractual obligations (e.g., shipping physical copies via a trusted courier).

8. Retention and Changes to This Policy

We retain your personal information only as long as necessary for the purposes set out in this policy or as required by law. Arabic Translation Office reserves the right to update this

Privacy Policy at any time. Changes will be posted here, and your continued use of our services constitutes acceptance of those changes.

9. Contact Us

If you have questions or requests regarding this Privacy Policy, please contact us at:

ArabicTranslationOffice@gmail.com