

PRIVACY POLICY

(d-lights Translation Services assures protection of client's personal information by following the policy outlined below and by acknowledging that it is d-lights Translation Services' responsibility to handle clients' personal information in an appropriate manner.

General policy on protection of personal information

d-lights Translation Services will abide by the law, and other regulations and guidelines relating to protection of personal information. d-lights Translation Services will abide by this privacy policy when collecting, using, and providing personal information. Furthermore, this policy will be continually reviewed and updated. In order to prevent loss of personal information, unlawful access to personal information, damage, alteration, or leak of personal information, d-lights Translation Services will develop and abide by a legitimate safety measure with specific rules.

Use purpose of personal information

When receiving personal information from the client, the information, on principle, will be used for the purpose of completing a service provided by d-lights Translation Services or for the purpose of improving services provided by d-lights Translation Services. d-lights Translation Services will not use client's personal information for reasons other than those listed above without the expressed consent from the client.

Disclosure to a third party, disclosure of personal information, and contractors

d-lights Translation Services may commission part or all of the translation to another business. Part or all of the personal information will be provided to a third party business after they have signed a confidentiality agreement. In such case, the contract will prohibit the third party from using or disclosing the personal information for any purpose other than the business they had been commissioned to perform. The personal information may be disclosed when requested by law, court, police force, other public organizations, or the client; through merger or division of businesses; for the purpose of protecting human lives, well being, or assets (when the client is unavailable).

Amendment of personal information

d-lights Translation Services will respond quickly to client's request for disclosure, amendment, and deletion of the personal information.

Amendment of the privacy policy

The amendment of this privacy policy by d-lights Translation Services will be notified on the d-lights Translation Services website.