# **Privacy Policy**

R L Translations Ltd is committed to protecting your privacy. This Privacy Policy explains how we may use your personal information.

### The information we collect

R L Translations Ltd collects the information provided by you when you contact us using this site, either using our free quotation facility or when you contact us using the details on our contact page.

#### Cookies

A cookie consists of a small amount of data sent by a web server to a web browser which is then stored by the browser. This data is then returned to the web server each time a page is requested. This process enables the web server to identify and trace the web browser. We may use cookies on this site for performance and analysis.

## How we use your personal information

We may use your personal information to provide and personalise our service. We may also use the information you provide to contact you in order to produce quotations or for marketing purposes. We will never divulge your personal information to third parties, except when required to do so by law.

## **Google Analytics**

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.