

## **Privacy Policy**

This privacy policy governs your use of the software application Libera TranScribe (“Application”) for mobile devices that was created by The CJK Dictionary Institute, Inc. The application allows you to paste in Arabic text from any source, such as email or articles on websites, or to type in your own Arabic using the device's built-in Arabic keyboard, and view that Arabic text alongside vocalized, romanized, and translated versions of the same text in a single view.

By using the Application, you are consenting to our processing of your information as set forth in this Privacy Policy now and as amended by us.

### **What kind of data does the Application collect?**

We use unique device identifiers to identify your device so that we can process and deliver your content. We also may collect personally identifiable information that you provide to us, such as your name, address, phone number or email address. Our systems may associate this personal information with your activities in the course of providing service to you.

The text users submit for processing is generally retained until the content is delivered to the user's device that originated the request. We might retain the text for a longer period with the goal of improving the service. We also retain a transaction log, so that we can recreate the user's credit balance in case of problems. The transaction history contains (a) user identifier, (b) device identifier, and (c) amount of credits involved. We also retain an anonymized version of all App Store receipts to combat fraud.

### **Do you share any personally identifiable information?**

We do not share personally identifiable information (such as name, address, email or phone) with other companies.

### **How long do you keep any personally identifiable information?**

We remove personally identifiable information (such as your name, address, email or phone number) and other preferences associated with your account promptly after you delete your account. We may retain indefinitely transaction logs and anonymized App Store receipts.

Please contact us by email to request to delete this information.

### **How is my personal information protected?**

We take reasonable administrative, physical and electronic measures designed to safeguard and protect your information from unauthorized access or disclosure. This includes utilizing Secure Sockets Layer (SSL) software, which encrypts the personal information you input, and storing your information in encrypted form behind a firewall designed to block access from outside our network. However, no security or encryption method can be guaranteed to protect information from hackers or human error.

Information we collect may be stored or processed on computers located in any country where we do business.

**Are there any situations in which we might disclose your data?**

To operate the service, we may make identifiable and anonymous information available to third parties in these limited circumstances: (1) when we have a good faith belief it is required by law, (2) when we have a good faith belief it is necessary to protect our rights or property, or (3) to any successor or purchaser in a merger, acquisition, liquidation, dissolution or sale of assets. Your consent will not be required for disclosure in these cases.

**Will I be notified should there be any changes to this privacy policy in the future?**

This privacy policy was last updated on September 20, 2018. This policy may change from time to time. If we make any material changes to this policy, we will place a prominent notice in the Application.

**How can I contact you with further questions?**

If you have any questions or concerns about our privacy policies, please contact us:

jack@cjki.org

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