

Privacy Policy – Ethiopian Translators

Association (ETA)

Last Updated: March 26, 2025

1. Introduction

The **Ethiopian Translators Association (ETA)** is committed to protecting the privacy and security of your personal information. This Privacy Policy explains how we collect, use, and safeguard your data when you visit our website (www.translatorsethiopia.org) or submit personal details through our "**Join Us Now**" or "**Submit Listing**" membership application form.

By using our website and submitting your information, you agree to the terms outlined in this policy.

2. Information We Collect

When you click "**Join Us Now**", you will be directed to a secure form where we collect:

- **Personal Information:**
 - Full name
 - Email address
 - Phone number
 - Professional qualifications (e.g., certifications, experience)

- Business details (for corporate members)
- **Technical Data:**
 - Pages visited (for analytics only)

3. How We Use Your Information

Your data is used **strictly for administrative and membership purposes**, including:

- Processing and approving membership applications.
- Communicating about membership benefits, events, and updates.
- Ensuring compliance with ETA's professional standards.
- Internal record-keeping and reporting.

We do NOT sell, rent, or share your data with third parties for marketing purposes.

4. Who Has Access to Your Data?

- **Restricted Access:** Only authorized members of the **ETA Board and Executive Committee** can access submitted information for:
 - Membership approval.
 - Administrative and regulatory compliance.
- **Data Protection Measures:**

- Encrypted storage (SSL-secured forms).
- Password-protected databases.
- Regular security audits.

5. Data Retention & Your Rights

- **Retention Period:** Your data is kept only as long as necessary for membership purposes or as required by Ethiopian law.
- **Your Rights:** You may:
 - Request access to your data.
 - Update or correct inaccuracies.
 - Withdraw consent (though this may affect membership status).
 - Request deletion (subject to legal obligations).

To exercise these rights, contact: privacy@translatorsethio.org.

6. Cookies & Tracking

We use minimal cookies only to:

- Improve website functionality.
- Analyze traffic (anonymized data via tools like Google Analytics).

You can disable cookies in your browser settings.

7. Changes to This Policy

ETA may update this policy periodically. Changes will be posted on our website with a new "**Last Updated**" date.

8. Contact Us

For questions about this Privacy Policy or data practices, email:

privacy@translatorsethio.org

Phone: +251944094314

By clicking "Join Us Now," you acknowledge that you have read and agree to this Privacy Policy.

This policy aligns with **industry standards for data protection** and ensures transparency for applicants. Let me know if you'd like any modifications!