

## **CONFIDENTIALITY COMMITMENT (CC)**

### **Lecea Language Services**

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This Confidentiality Commitment describes the confidentiality principles, handling measures, and operational safeguards applied by Lecea Language Services to project materials, multilingual content, confidential information, and related operational information received through project inquiries, email communications, file-sharing links, website forms, or other operational communication channels.

### ***Purpose***

The purpose of this Confidentiality Commitment is to ensure that any Confidential Information disclosed by the Client to Lecea Language Services is used solely and exclusively to:

- evaluate project scope
- define execution requirements
- assess language pairs and operational requirements
- prepare Statements of Work (SOWs), commercial proposals, and operational documentation
- execute translation, MTPE, cross-language QA, transcription, subtitling, dubbing scripts, and related multilingual workflows across English, Spanish, and Portuguese operational environments

### ***Confidential Information***

“Confidential Information” includes any non-public information shared in written, verbal, visual, digital, or file-based form, including but not limited to:

- documents
- drafts
- audiovisual material
- scripts
- terminology
- business information
- operational information
- product information
- internal communications
- client materials
- multilingual content

All project-related materials submitted are treated as confidential by default, whether or not explicitly marked as confidential.



## ***Confidentiality Obligations***

Lecea Language Services agrees to:

- use Confidential Information solely for purposes related to project evaluation or multilingual execution
- restrict access to Confidential Information to individuals involved in the requested work
- maintain reasonable administrative and operational confidentiality measures
- avoid disclosure to unauthorized third parties

Where operational collaboration is required, access may be granted to linguists, reviewers, or collaborators operating under confidentiality obligations and supervision.

## ***Exclusions***

Confidential Information does not include information that:

- is publicly available through no breach of this Commitment
- was lawfully obtained from another source without confidentiality obligations
- was independently developed without using disclosed materials
- must be disclosed under applicable legal obligation

## ***Ownership***

All Confidential Information remains the property of the disclosing party.

The Client grants no license, transfer of ownership, or intellectual property rights to Lecea Language Services except as necessary for project evaluation or execution.

## ***Data Handling***

Project content and related information are handled according to the operational confidentiality principles described in the Lecea Language Services Privacy Policy available at:

<https://lecealanguages.com/privacy-policy/>

Lecea Language Services does not sell, distribute, or use content received from the Client for marketing, profiling, analytics resale, or unrelated purposes.



## ***Term***

This Confidentiality Commitment becomes effective when Lecea Language Services receives Confidential Information and remains in effect for a period of three (3) years from the date of receipt, unless otherwise agreed in writing.

## ***No Obligation to Proceed***

The disclosure of information by the Client to Lecea Language Services for the purposes described above does not obligate either party to enter into a commercial relationship, project, or service agreement unless a written agreement, contract, arrangement, or other bilateral commitment expressly provides otherwise.

## ***Limitation***

Lecea Language Services implements reasonable confidentiality and operational control measures; however, no electronic transmission or storage system can be guaranteed to be completely secure.

## ***Governing Principles***

This Commitment is intended to support international multilingual projects across LATAM, EU, and US environments under principles of professional confidentiality, controlled access, and purpose-bound use of information.

## ***Acceptance***

By submitting files, project information, or confidential materials to Lecea Language Services through the website, email communications, file-sharing links, or other operational communication channels, the disclosing party acknowledges and accepts the principles described in this Confidentiality Commitment unless superseded by a signed NDA, contract, agreement, or other independent document.

**Lecea Language Services**