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PRIVACY POLICY

1. Introduction

In my capacity as a freelance translator I aim, in my dealings with you, my client, to ensure end-to-end lifecycle protection of all the personal data I process, through proper security, confidentiality, minimisation, retention and deletion as required by the General Data Protection Regulation (Regulation (EU) 2016/679) which came into effect on 25 May 2018. My “country of main establishment” as defined by the GDPR is the United Kingdom, and the “lead supervisory authority” for the UK is the Information Commissioner’s Office (ICO – www.ico.org.uk).

2. Purposes in collecting and processing personal data

I do this only in order to communicate with you in connection with translation assignments I carry out for you. I do not engage in any marketing or advertising activity.

3. Categories of personal data I collect

Your name and contact information (e.g. home and/or business address, email address and telephone number), plus records of communications and interactions between us. Rarely, this information may include your bank account details (if I need to make payments to you).

4. How I collect personal data

Directly from you, when you contact me by phone, email or through my website in connection with translation work assignments.

5. Legal basis for processing personal data

Such processing is necessary for the performance of contracts between us (a contract is created when you commission a translation assignment from me). I also have a legal obligation of accountability to the tax authorities, which requires me to keep invoices and accounts.

6. Security of personal data

I share your personal data with no one and treat all information as totally confidential. I will only disclose your data if required to by law, e.g. disclosure to the tax authorities. All data stored electronically are password-protected, and all back-ups held on external media, along with paper-based records, are secured in a lockable filing cabinet.

7. Retention of personal data

I store your personal data only for as long as is necessary to fulfil the purposes set out in this privacy notice. On expiry of the relevant retention period, your personal data are deleted.

8. Your rights in relation to your personal data

Under the General Data Protection Regulation (GDPR) you have the right to:

- obtain access to, and copies of, the personal data I hold about you;

- require me to correct any incorrect personal data I hold about you;
- require me to erase your personal data in certain circumstances;
- require me to restrict my data processing activities in certain circumstances;
- receive from me the personal data I hold about you, in a reasonable format specified by you;
- to object to any of my particular processing activities where you feel that they impact disproportionately on you; and
- where my processing is based on your consent, you may withdraw that consent.

If you wish to invoke any of these rights, please contact me by post or [email](#). You can also refer any complaints to the Information Commissioner's Office.

25 May 2018

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