

## **Privacy Policy**

### **Who am I?**

My name is Aurélie Lynch and I am a freelance translator of English into French. I am based in the UK and as such subject to the requirements of the UK General Data Protection Regulation.

I am committed to protecting your personal data and respecting your privacy. This privacy notice outlines how I collect and use your personal data and how I keep it secure.

### **Why do I process your personal data?**

I collect, store and use your personal data for the following purposes:

- to issue quotes,
- to provide translation, editing, reviewing, proofreading or related services as requested by you,
- to issue invoices,
- or to comply with legal requirements.

Personal data collected may include your name, postal address, email address and telephone number, details of your qualifications, skills, experience and employment history. Personal data may also include banking details, personal information on CVs or information on documents sent for the express purpose of translation, editing, reviewing or proofreading. All data is stored and processed on password-protected computers, cloud backup platforms and email and is not accessible by third parties. I also use anti-virus software and firewalls.

If you contact me through my website or directly via email at [lynchtranslation@gmail.com](mailto:lynchtranslation@gmail.com), I use your e-mail address only to reply to your enquiry and to further correspond with you.

I do not use your personal data for marketing purposes, nor do I disclose it to unauthorised third parties.

### **Legal Grounds**

The lawful basis for processing your data is to perform the services you request or to take necessary steps before fulfilling that request ("performance of a contract") and complying with legal requirements ("legal obligation").

The lawful basis for processing special categories of personal data is your explicit consent for me to translate, edit, review or proofread that information ("consent").

### **Who else may have access to your personal data?**

For administrative purposes, other parties, including the providers of my cloud backup, website and email hosting services, may have access to your personal data. All these parties are also compliant with the UK and EU General Data Protection Regulation, or in the case of US companies, are self-certified under the US Privacy Shield framework.

### **Social media links**

This website also includes links to my social media profiles. These links are provided by third-party social media platforms (LinkedIn, Twitter). If and when data is collected in this way, its processing is governed by the privacy notice of the respective social media platforms.

### **How long do I keep your personal data?**

If you do not accept my quote or I do not accept your job offer, I will delete your email and any attachment and related documents and personal data within one week.

If I perform a job for you, I will keep your personal data only throughout our business relationship or for seven years to comply with tax obligations and administrative purposes. I keep records of the invoices I send you and the payments you make. I will delete emails after seven (7) years.

I will keep your personal data for seven (7) years unless you ask me to delete or remove it sooner. Should you ask me to delete translations before the 7-year period has expired, I cannot be held responsible for queries or claims relating to the content, as I have no way of verifying the accuracy of the original content.

Any content required for tax obligations and administrative purposes will be retained according to the law.

### **Your rights**

The GDPR provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

You may contact me at any time to request a copy of your personal data, or to ask me to rectify or remove the information I hold. I will take action without undue delay and in any event within one month of receipt of the request.

### **Your right to lodge a complaint**

If you have any concerns about how I process your personal data, please contact me. You also have the right to lodge a complaint with the supervisory authority in the UK (the Information Commissioner's Office, or ICO) or in the country where you live.

### **Note about cookies**

Cookies are small data files created by a website and stored on your computer or mobile device. I use cookies on my website to analyse user traffic for the purpose of website statistics.

### **How to contact me**

If you have any questions regarding my Privacy or Cookie policy please contact me via my website or at [lynchtranslation@gmail.com](mailto:lynchtranslation@gmail.com).

This Privacy Notice was updated in January 2024. I will review and update it when necessary.