

## Privacy Notice

**Liz Rundle Translations** ("I" or "me") takes the protection of your personal data very seriously and will only use and store your personal data in order to effectively and legally manage our professional relationship.

This privacy notice sets out how I use and protect any personal data that you provide as a prospective, current or former client or supplier in connection with my business.

### Information I may collect from you

The personal data collected, stored and processed may include:

- your title, full name and any company you work for;
- contact details including postal address, email address and telephone number;
- billing details.

The documents retained with this information may include, among others, emails, offers, quotes, purchase orders, invoices, agreements, banking documents and support communication.

### Uses made of the information

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

- to issue a quote;
- to provide translation, revision or proofreading services that you request;
- for accounting and invoicing purposes;
- to carry out my obligations arising from any contracts entered into between you and me;
- to comply with legal requirements.

### Legal basis for processing

In accordance with Article 6(1b) of the GDPR, the legal basis for processing your data is contractual necessity: processing is necessary for the performance of a contract I have with you or in order to take steps at your request prior to entering into a contract, i.e. to provide the translation or other services you request or because you have asked me to do something before fulfilling that request.

### How long I store your personal data for

I only collect and store the information required for the purposes stated above and for no longer than is necessary. I retain personal data for the duration of our active working relationship and for seven years thereafter to comply with tax obligations. Where personal data forms part of the content sent to Liz Rundle Translations for translation or to enable the delivery of any other professional service, this content will be retained indefinitely for translation reference purposes.

### Security

I am committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, suitable physical and electronic safeguards are in place to protect the information collected online.

Unfortunately, the transmission of information via the Internet is not completely secure. Although I will do my best to protect your personal data, I cannot guarantee the security of your data transmitted to my website; any transmission is at your own risk. Once I have

received your information, I will use strict procedures and security features to try to prevent unauthorised access.

### **Your rights**

As defined by the GDPR, you have the right to view and update or amend your personal information or to ask me to stop using or to remove that information. You may exercise these rights by contacting me at [liz@lizrundletranslations.com](mailto:liz@lizrundletranslations.com).

### **Disclosure of your information**

Third parties may have access to your personal data for administrative purposes, including my IT consultant and website, email hosting and cloud storage provider.

I may disclose or share your personal information with third parties if I am under a duty to do so in order to comply with any legal obligation, or in order to enforce or apply my terms and conditions of supply and other agreements, or to protect the rights, property, or safety of Liz Rundle Translations.

I will never sell or rent your personal information to third parties.

### **Changes to my privacy policy**

Any changes I may make to my privacy notice in the future will be posted on this page.

### **Contact**

Questions, comments and requests regarding this privacy notice are welcomed and should be addressed to [liz@lizrundletranslations.com](mailto:liz@lizrundletranslations.com)