

# Translingo Privacy Notice

## Who I am:

I'm Silvie van der Zee from Translingo, and I'm committed to maintaining the trust and confidence of visitors to my website, my clients, colleagues and suppliers. This Privacy Notice outlines when, what and why I collect personal data, how I use it, the limited conditions under which I may disclose it to others, and how I keep it secure.

You may contact me in my capacity as Data Controller of the data under my powers, duties and liabilities, Wageningseberg 298, 3524 LW Utrecht, The Netherlands, or via email at [silvie@translingo.info](mailto:silvie@translingo.info)

## Website privacy

### Cookies

Like most websites, mine also uses cookies to collect data. Cookies are small data files which are placed on your computer (PCs, smart phones or tablets) as you browse. They are used to remember when your computer or device accesses this website, they help it operate effectively and improve your user experience. The data collected includes pages viewed and your journey around the website. These cookies are not used to collect or record data on your name, address or other contact details. You can disable the use of cookies by changes your browser settings to reject cookies.

### Google Analytics

When someone visits translingo.info, I use a third-party service, Google Analytics, to collect standard internet log data and details of visitor behaviour patterns. I do this to find out things such as the number of visitors to the various parts of the site. This data is only processed in a way which does not identify anyone. I neither make or allow Google to make, any attempt to find out the identities of those visiting our website.

### Social media features

This website also includes social media features such as share or like buttons. These features are provided by third-party social media platforms themselves (Twitter and Facebook). If and when data is collected in this way, its processing is governed by the privacy policy of the respective social media platforms.

### Client, supplier and collaborator data.

### Which data do I process?

I exclusively process the following data:

- Your name and/or the name of your company
- Your address and/or the address of your company
- Your email address and/or the email address of your company
- Your bank account and/or the bank account of your company

- The VAT/tax number of your company
- The Chamber of Commerce registration number of your company

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

I collect, store and use such personal data for the purposes of issuing a quote, provide translation and/or copywriting services that you request or to comply with legal requirements. I do not use your personal data for marketing purposes. Personal data collected may include your name, postal address, email address, telephone number, and ID or tax number. The legal basis for processing your data is to perform the services you request or to take necessary steps prior to fulfilling that request.

### **Who else receives your personal data?**

If I send a text for revision or editing to a colleague, that text will be anonymised, so that your personal data will not appear. For administrative purposes, other parties may have access to your personal data, including my accountant, my website and email hosting services, and instances such as the Dutch Tax Authority. All these parties are GDPR-compliant.

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

I will keep your data for the duration of our collaboration. If you have let me know that you no longer wish to use my services, I will delete your data. However, in the cases of work carried out, I am obliged to retain your personal data for seven years to comply with tax obligations.

### **Your data access rights**

You are entitled to view, amend, or delete the personal data that I hold. Please email your request directly to me, and I will act upon this as soon as possible, within a maximum of one month from the date of your request.

### **Your right to complain**

Should 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 body in the Netherlands or in the country where you live.

This Privacy Notice was updated on 18 May 2018 and will be reviewed as and when necessary. Should any differences occur between the various language versions, the Dutch language version will prevail.