

# TranzFern Translations Privacy Notice

## Business' details

My business is called TranzFern Translations, registered at the Chamber of Commerce of Rotterdam under number 57250510. You may contact me via email at [fernanda@tranzfern.com](mailto:fernanda@tranzfern.com) or via my Skype name fergig.nl. I'm committed to maintaining the trust and confidence of visitors to my website, my clients, colleagues and suppliers.

You may contact me in my capacity as Data Controller of the data under my powers, duties and liabilities, which according to EUROPEAN GENERAL DATA PROTECTION REGULATION (EU) 2016/679

## Client, supplier and collaborator data.

Visitors to my website are not obliged to provide personal data.

Nevertheless, anyone interested in my services can contact me via the contact information provided, and some personal data has to be collected in order to establish communication.

The legal basis for processing your data is to perform the services you request or to take necessary steps prior to fulfilling that request and complying with legal requirements.

I collect, store and use such personal data for the purposes of issuing a quote, provide translation, revision or consulting services that you request or to comply with legal requirements.

I do not use your personal data for marketing purposes.

## Categories of personal data

Personal data collected may include your name, postal address, email address, telephone number, and tax number, payment and delivery conditions, financial and bank account details.

The data in question will be retained throughout the business relationship only, or for the length of time stipulated to comply with legal and tax obligations.

## Retention of personal data

Data relating to quotes will be retained for up to one year. In cases of work carried out, I am obliged to retain your personal data for seven years to comply with tax obligations. I will delete email communication after five years.

## Third party access

The only external parties that may have access to your personal data, for administrative purposes, are governmental authorities, my accountant, and LPS project management system. All these parties are GDPR-compliant.

## Security measures

Your data is stored on my computer and on two backup discs. These are all properly secured by means of a firewall and commercial antivirus software.

## Cookie Policy

Cookies are small data files that 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.

A cookie is placed by Google Analytics for statistical purposes only. By visiting this website you agree with the cookie policy. I do not collect any other data via the website. 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.

## Your rights and obligations

You are entitled to access, modify, erase or contest the personal data that I hold, in accordance with the abovementioned EU regulation. Please send your request directly to me using the contact provided above, and I will act upon this as soon as possible, within a maximum of one month from the date of your request.

Please contact me on [fernanda@tranzfern.com](mailto:fernanda@tranzfern.com) if you have any concerns about how I process your personal data. You also have the right to lodge a complaint with the supervisory body in the Netherlands or in the country where you live.

## Automatic processing

I do not process your data automatically, only manually.

## Contact details of the responsible person for privacy and data protection

I, Fernanda Carrascosa, am the person responsible for privacy and data protection at my company. My contact details are the same as those of my company (see above).

This Privacy Notice was updated on May 30, 2018 and will be reviewed as and when necessary. Should any differences occur between the various language versions, the Dutch language version will prevail.