**Privacy Policy**

**1. Who I Am**

I’m a freelance translator and sole trader, providing language services to clients in the UK and across Europe. For the purposes of data protection law, I am the data controller of any personal data you provide when you work with me.

You can reach me using the contact details available on my website.

**2. What Personal Data I Collect**

I collect and process personal data that is necessary to provide my services. This may include:

* Your name, address, email address and telephone number
* Payment details (e.g. for invoicing or accounting purposes)
* Content within the documents you send me, which may contain personal, sensitive or confidential data
* Any other data needed to deliver the agreed services

I only collect data directly from you – I don’t buy data or use tracking cookies on my site.

**3. Why I Process Your Data**

Your data is processed for legitimate business purposes, including:

* Preparing quotes, contracts and invoices
* Providing translation or related language services
* Managing our communication during a project
* Meeting legal, financial and tax obligations

The lawful bases for processing your data are:

* **Performance of a contract** – providing the translation services you’ve requested
* **Compliance with legal obligations** – especially accounting and tax rules

**4. How Your Data Is Stored and Protected**

I take your privacy seriously. Your personal data is:

* Stored on a password-protected, encrypted device
* Never shared with third parties unless required by law (e.g. for accounting or regulatory reasons)
* Never used for marketing purposes or sold to anyone
* Not subject to automated decision-making or profiling

If I ever need to subcontract work, I will ask for your explicit consent in writing before doing so.

**5. How Long I Keep Your Data**

I retain your data only as long as necessary:

| **Type of Data** | **Retention Period** |
| --- | --- |
| Project files, translations, invoices | Up to 6 years (to meet UK tax/legal obligations) |
| Unsuccessful enquiries | Deleted after 30 days |
| Client correspondence | Kept for reference up to 6 years |

If you request earlier deletion, I will comply – unless I'm legally required to keep certain records (e.g. for HMRC).

**6. Your Rights**

Under the UK GDPR, you have the right to:

* Access the personal data I hold about you
* Request correction of inaccurate data
* Request deletion of your data (where legally possible)
* Object to or restrict how your data is processed
* Lodge a complaint with the Information Commissioner’s Office (ICO): <https://ico.org.uk>

**7. Confidentiality Promise**

I treat all content and communications with full confidentiality. Your documents are handled with care and discretion and are never disclosed without your permission –unless required by law.

**8. Contact**

Got questions about how I use your data? Want to access, amend, or delete something? Please get in touch.