

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 marketing tracking cookies.

Additional data collected via my website includes:

Type	Examples
Personal Info	Name, email (via contact forms, newsletter sign-ups)
Usage Data	Page views, time spent, clicks (via Google Analytics)
Cookies	Stored in your browser for performance + analytics

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
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4. **Cookies and Google Analytics**

My website uses **Google Analytics**, a web analytics service provided by Google. Google Analytics uses cookies to help analyse how users interact with the site. The information generated (including your IP address) is transmitted to and stored by Google on servers in the US or elsewhere.

This data helps me understand website performance and improve the user experience.

- You can read more about how Google uses this data [here](#).
 - You can opt out of Google Analytics tracking via browser add-ons or by updating your cookie preferences on my site.
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5. **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.

6. **Hosting Information**

This website is hosted by **Hostinger**. Data may be stored on servers located in the EU or elsewhere, in accordance with Hostinger's privacy and data handling practices.

7. **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).

8. 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>
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9. 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.

10. Contact

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