

Elizabeth Garrison Translations Privacy Notice

Who I am:

I'm Elizabeth Garrison and I work as a freelance translator and editor with my business registered in the United Kingdom.

You may contact me in my capacity as Data Controller via the [contact form](#) on my website or via email at elizabeth@egarrisontranslations.com.

1. 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, providing the 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 data subjects

I hold data on clients, suppliers, collaborators, data processors and potential clients for legitimate interests.

Categories of personal data

Personal data collected may include your name, postal address, email address, telephone number and ID or 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 six months. In cases of work carried out, I am obliged to retain your personal data for five years to comply with tax obligations. I will delete email communication after five years.

Third-party access

If I send a text to a colleague for revision or editing, that text will be anonymised, so that your personal data will not appear, or the colleague will be asked to sign a confidentiality

agreement if necessary. They will be advised of their legal obligations in relation to confidentiality and professional secrecy.

Other parties may have access to your personal data for administrative purposes, including my website and email hosting services. All these parties are GDPR-compliant, or, in the case of US companies, self-certified under the US Privacy Shield framework.

Your rights and obligations

I take all precautionary steps to guarantee the security, integrity and confidentiality of your personal data in compliance with the EUROPEAN GENERAL DATA PROTECTION REGULATION (EU) 2016/679, in relation to the processing of personal data and the free movement of such data.

You are entitled to access, modify, erase or object to the processing of the personal data that I hold, in accordance with the abovementioned EU regulation. Please send your request directly to me via the [contact form](#) on this site or via email at elizabeth@egarrisontranslations.com, 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 elizabeth@egarrisontranslations.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 UK or in the country where you live.

Security measures

I take all possible precautionary measures to guarantee that your personal data is safeguarded.

Updates to computers and devices: the equipment used for storing and processing personal data is updated as frequently as possible.

Malware: anti-virus software is installed on the equipment used for storing and processing personal data, to prevent the theft or destruction of this information. This anti-virus software is updated regularly.

Firewall: firewalls are in place on all devices used for storing or processing personal data, to avoid remote unlawful third-party access.

Technical measures: all electronic systems in use for storing or processing personal information are password protected.

Breaches of personal data

In the event of a security breach of personal data, due to theft or unlawful access for example, I will notify the British Information Commissioner's Office within 72 hours of this security breach. This will include all of the information necessary to clarify the circumstances under which this happened. Notification will be done via telephone to the ICO's personal data breach helpline.

2. Cookie Policy

Like most websites, mine also uses cookies to collect data. Cookies are small data files that are placed on your computer (PCs, smartphones 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 browsing 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. In doing so, some of the website services may no longer function properly.

Acceptance of cookie policy

A cookie notification banner will be displayed automatically when this website is visited from a European IP address, only on the first page the site visitor navigates to. The site's cookie-setting functionality will not work unless the site visitor consents to the use of cookies through this banner, by clicking on the 'I accept' button in the lower right-hand corner. The banner also contains a link to youronlinechoices.eu, which provides site users in the EU with information about cookies, and the steps they can take to protect their privacy on the Internet.

This Privacy Notice was updated in May 2018 and will be reviewed as and when necessary.