

Privacy policy

Do you want to know how the personal data you send me is processed? That's only natural. Your data is processed in line with this privacy policy and the General Data Protection Regulation (GDPR). Read on for full details.

Which personal data are we talking about?

I only collect and process the following data:

- your and/or your company's name;
- your and/or your company's official address;
- your and/or your company's email address;
- your and/or your company's phone number;
- your and/or your company's bank account number;
- your company's VAT number.

Purposes of processing

Your personal data is processed only for the purposes of issuing quotes and providing services in the fields of translation, revision, subtitling or interpreting in the context of assignments that are allocated to me or of compliance with legal and taxation requirements in terms of invoicing and accounting.

Personal data is not processed for marketing processes.

I do not collect or use data for purposes other than those described in this privacy policy, unless I have your consent in advance.

Third parties

I take pride in processing your data with the greatest care and never sharing it with third parties, unless I am required to do so in order to comply with a legal obligation or fulfil a contract, in which case the third party is obliged to maintain confidentiality.

Changes to the privacy policy

This privacy policy has been produced specifically for the use of this site and the range of services it offers. Any change to the site may have an impact on the content of this privacy policy. I therefore recommend checking it regularly to access the most recent version.

Conservation methodology and duration

The data is stored on my laptop computer, which is duly secured by all possible means, including a firewall and anti-virus software.

Your data is conserved throughout the duration of our contractual relationship, and at least for the legal period in force. It is destroyed when our commercial relationship comes to an

end, unless this is against the law or the data is required for legal proceedings in progress. In accordance with the legal provisions in force, invoices are kept for seven years.

Rights

As the owner of your own personal data, you can exercise certain rights.

- **Withdrawal of consent:** you can withdraw your consent for your data to be processed at any time. In this case, I will delete the data immediately. However, this will make it impossible for me to provide you with services.
- **Consultation:** you can ask me what personal data I hold about you at any time.
- **Correction:** is your data incorrect, or have your details changed? You can ask me to correct it at any time.
- **Deletion:** you are entitled to ask me to delete your data at any time. I will then be unable to provide services for you. The time at which the deletion takes effect may depend on legal obligations.
- **Transfer:** if you want to call on a different service provider, you can ask me to prepare a list of all the personal data I hold about you in order to transfer it to them.

Complaints

Do you have any doubts or questions about the processing of your personal data? Feel free to contact me so that we can find a solution together. Do you want to make a complaint about my processing of your data? Please contact the Autorité de Protection des Données, the Belgian data protection authority.