Privacy Policy

Who am I?

My name is Kirsty Walter. I am a self-employed translator of Italian documents into English and an English-language content editor. From time to time, I also work on translating Spanish into English. I am based in the UK – Aberdeen, to be precise - and as such I am subject to the requirements of the new General Data Protection Regulation, which came into force on 25th May 2018.

Why do I process your personal data?

I collect, store and use your personal data for the following purposes:

- to issue quotes
- to provide a translation or editing service as requested by you
- to comply with legal requirements

Personal data collected may include your name, postal address, email address, telephone number and VAT number. Personal data may also include banking details, personal information on CVs or information on documents sent for the express purpose of translation or editing.

I do not use your personal data for marketing purposes, nor do I disclose it to unauthorised third parties.

Under the GDPR, it is often the data controller's responsibility to inform the data processor if the documents they are sending for services (in this case translation or editing services) contain personal data or sensitive personal data. In this instance, you or your end client would be the data controller. If you inform me accordingly, it will streamline the process of keeping us both within this important regulation to protect personal data.

Legal Grounds

The legal basis for processing your data is to perform the translation or editing services you request or to take necessary steps prior to fulfilling that request ('performance of a contract").

Who else may have access to your personal data?

All data is processed on a password-protected computer and is not accessible by third parties. Whether working at home, in a co-working space or away from home for any reason, I always use a secure internet connection to ensure data is protected.

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I do not currently outsource any of my work, thus no third parties will have access to your personal data as contained within the text sent for translation or editing. If, in the future, I begin to outsource as part of the services I provide, I will ensure that any colleagues to whom the work is sub-contracted are also GDPR-compliant and ask them to process the document accordingly.

For administrative purposes, other parties, including the providers of my cloud backup, blog, website and email hosting services, may have access to your personal data. All these parties are also compliant with the EU General Data Protection Regulation or, in the case of US companies, are self-certified under the US Privacy Shield framework. I am happy to name these services to you upon request.

How long do I keep your personal data?
I will keep personal data contained in documents sent for translation or editing until the invoice for such work has been paid, unless you ask me to delete or remove it sooner. Should you ask me to delete translations before that period has expired, I cannot be held responsible for queries or claims relating to the content, as I have no way of verifying the accuracy of the original content.

I will keep personal data contained in invoices for a period of five years from the 31st January submission deadline of the relevant tax year, in accordance with UK tax provisions.

Do you have the right to access your data?
You may contact me at any time to request a copy of your personal data or to ask me to rectify or remove the information I hold. I will take action without undue delay and in any event within one month of receipt of the request.

Your right to lodge a complaint
If you have any concerns about how I process your personal data, please contact me. You also have the right to lodge a complaint with the supervisory authority in the UK (the Information Commissioner's Office, or ICO) or in the country where you live.

This Privacy Notice was updated in December 2019. I will review and update it when necessary.

KIRSTYWALTER
ITALIAN - ENGLISH TRANSLATION SPECIALIST
AND CONTENT EDITOR

Cookies policy

Introduction

My website uses cookies. Insofar as those cookies are not strictly necessary for the provision of my website and services, I will ask you to consent to my use of cookies when you first visit my website.

Credit

This document was adapted from a template from SEQ Legal (https://seqlegal.com).

About cookies

A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

Cookies do not typically contain any information that personally identifies a user, but personal information that I store about you may be linked to the information stored in and obtained from cookies.

Cookies used by me and my service providers

My service providers use cookies and those cookies may be stored on your computer when you visit my website.

a)   I use Drift to provide the live chat function on my website. This service uses cookies for supplying a live chat function and then for improving its relevancy. You can view the privacy policy of this service provider at https://www.drift.com/privacy-policy/. The relevant cookies are: driftt_aid, driftt_sid, DFTT_END_USER_PREV_BOOTSTRAPPED, Drift.Targeting.activeSessionStartedAt, Drift.Targeting.currentReferrer, Drift.Targeting.referrerDomain, Drift.Targeting.currentPageViewStarted, Drift.Targeting.currentSessionStartedAt, Drift.Targeting.firstVisit, Drift.Targeting.lastVisit, Drift.Targeting.numberOfSessions, Drift.Targeting.numberOfVisits, Drift.Targeting.previousPage, Drift.Targeting.lastTargetingEvalUUID.

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b) I use Google to distinguish between humans and bots on the contact form. Google's privacy policy is available at https://www.google.com/policies/privacy/. The relevant cookies are rc::a, rc::b, rc::c and NID. At some time in the future, I will begin using Google Analytics to create reports about the use of my website. At such a time as I allow Google Analytics access to my site, I shall update this policy accordingly.

Managing cookies

Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:

a) https://support.google.com/chrome/answer/95647?hl=en (Chrome);

b) https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences (Firefox);

c) http://www.opera.com/help/tutorials/security/cookies/ (Opera);

d) https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies (Internet Explorer);

e) https://support.apple.com/en-gb/guide/safari/sfri11471/mac (Safari); and

f) https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy (Edge).

Blocking all cookies will have a negative impact upon the usability of many websites.
If you block cookies, you will not be able to use all the features on my website.

Cookie preferences

You can manage your preferences relating to the use of cookies at my website translationandcontent.com by visiting your browser settings and/or cleaning the cache of your browser (so that the pop-up reappears).

My details

This website is owned and operated by me, Kirsty Walter.
If you have any questions at all regarding this policy or anything else, you can contact me:

a) by email at info@translationandcontent.com

b) using my website contact form;

c) using the live chat function on my website.