



## Privacy Notice

### Who am I

My name is Dagmar Astleitner and I am a professional freelance translator working under name PRISM Translations. I am registered as a sole trader in the United Kingdom. Working into and out of both English and German I offer translation, proofreading and editing services, subtitling and interpreting services.

I am committed to maintaining the trust, confidence and privacy of my clients, colleagues and LSPs I work with. I am both a data controller when working with direct clients and in running my website, and a data processor when working with agencies or when I am subcontracted by a colleague. This privacy notice outlines when and why I collect personal data, how I use it and how I keep it secure.

### What data do I collect?

I only collect basic personal data, such as your name, company name, email address, postal address, telephone number where necessary, and any other information provided by you voluntarily. I will not collect any personal data from you that I do not need. I do not collect data relating to website visits.

### How is this data collected?

I only collect your data directly from you via email, phone or the contact form on my website. Unfortunately, sending information and data electronically via the internet is not always totally secure. Therefore, I cannot guarantee the security of thus electronically transferred data.

### Why do I need this data?

I need to know basic personal data in order to establish a business relationship and communicate with you, send quotes and issue invoices, carry out the services you request, and comply with legal requirements.

### What do I do with your data?

All personal data is processed only by me and no other person. All personal data is stored offline and password protected. Data submitted, collected and sent via email or the website contact form is also stored by my service provider(s), which is/are also GDPR compliant. Personal data is periodically backed up on devices other than those used on a day-to-day basis, and all devices are protected with anti-virus software, firewall and other reasonable protective measures. In cases where materials containing personal data have to be printed or are sent via post, these documents are shredded once they are no longer needed. If documents need scanning, scans will be immediately deleted from the scanning device. Please note that I am required to keep your personal data for the amount of time stipulated under UK tax law.

I do not use personal data for marketing purposes and I will not disclose your personal information to other parties unless where I am legally required by law to do so.

### **Personal data contained within documents for translation**

As the primary data controller it is your obligation to ensure that you have consent from the data subject or otherwise lawful grounds for sending me content containing personal data for translation. I do not extract personal data from any translation materials provided for processing outside the context of the project.

In case I need to subcontract another translator/proofreader I shall inform you before doing so and all identifiable personal data will be deleted before sharing any translation documents.

In the event of a data breach, I will inform you within 72 hours of becoming aware, as well as any third-party (e.g. email provider) if necessary.

### **Third party links**

I may provide links to third-party websites on my website, such as my professional social media accounts. If and when data is collected on such third-party websites, its processing is governed by the privacy policy of the respective website.

### **What are your rights?**

I take all precautionary steps to guarantee the security, integrity and confidentiality of your personal data. You are entitled to access, modify, erase or contest the personal data I hold in accordance with GDPR. Please contact me regarding any request or concerns at [info@prismtranslations.com](mailto:info@prismtranslations.com).

This privacy notice was updated on 25<sup>th</sup> September 2018 and will be reviewed as and when necessary. Should any differences occur between the two language versions, the English version will prevail.