

# Script Translations Ltd Privacy Notice

## Who I am

I'm Angelique Hersman-Ippel, owner of Script Translations Ltd, and I'm committed to maintaining the trust and confidence of visitors to my website, my clients, colleagues and suppliers. This Privacy Notice outlines when, what and why I collect personal data, how I use it, the limited conditions under which I may disclose it to others, and how I keep it secure.

You may contact me in my capacity as Data Controller of the data under my powers, duties and liabilities, Unit 3D North Point House, North Point Business Park, New Mallow Road, CORK, Ireland or via email at [angelique@script-translations.eu](mailto:angelique@script-translations.eu).

## Website privacy

### Cookies

My website [www.script-translations.eu](http://www.script-translations.eu) does not use cookies or similar technical options.

## Client, supplier and collaborator data.

### Why I process your personal data.

I collect, store and use such personal data for the purposes of issuing a quote, provide translation and/or copywriting services that you request or to comply with legal requirements. I do not use your personal data for marketing purposes. Personal data collected may include your name, postal address, email address, telephone number, and ID or tax number.

The legal basis for processing your data is to perform the services you request or to take necessary steps prior to fulfilling that request.

### Who else receives your personal data?

If I send a text for revision or editing to a colleague, that text will be anonymised, so that your personal data will not appear. For administrative purposes, other parties may have access to your personal data, including my accountant, my website and email hosting services. All these parties are GDPR-compliant.

### How long I keep your personal data

Data in relation to quotes will be retained for up to six months. In the cases of work carried out, I am obliged to retain your personal data in compliance with tax obligations. I will delete email communication after five years.

### Your data access rights

You are entitled to view, amend, or delete your personal data that I hold. Please email your request directly to me, and I will act upon this soon as possible, within a maximum of one month from the date of your request.

### Your right to complain

Should 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 body The Privacycommissie in Belgium (<https://www.privacycommission.be/>), or the supervisory body in the country where you live.

This Privacy Notice was updated on 24 May 2018 and will be reviewed as and when necessary. Should any differences occur between the various language versions, the Dutch language version will prevail.