

## Privacy Policy

**Barrett Translations Limited** (“We”) is committed to protecting and respecting your privacy.

This privacy policy (together with our [terms of use](#) and any other documents referred to in it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

We are registered with the ICO, Registration Number **ZA355179**, in accordance with the Data Protection Act 1998 (the “Act”). We also adhere to the GDPR.

### 1. Information we may collect from you

#### Cookies

We do not use cookies.

#### IP addresses

We do not collect any data from the Internet via our website. Our website is static and does not use client-side programming (java, javascript, etc.). The purpose of the website is to inform readers about our services. Our web development toolkit uses programs purely to lay out pages and although it may use information about the user's software to do this, it does not collect it.

#### Email

Unfortunately, the transmission of information electronically is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data transmitted; any transmission is therefore at your own risk. Once we have received your data, we use procedures and security features to try to prevent unauthorised access.

If you contact us by email, we may keep a record of that correspondence.

If you are a translator who currently works for us or has previously worked for us, or if you've expressed an interest in working with us and we've confirmed to you in writing that you meet our criteria, your data will be stored on our password-protected systems, accessible only by us.

The data may include your name, address, telephone numbers, email addresses, qualifications, subject areas, language combinations and details of rates charged.

If you are a client, we may hold your name and business details on our systems.

### 2. Where we store your personal data

Information will be held securely, including in the Cloud.

### **3. Use of information**

We use information held about you in the following ways:

- to carry out our obligations arising from any contracts entered into between you and us
- to maintain a smooth working relationship and to make contact.

We will only use your data for marketing purposes if we have obtained your written consent.

We will never share or forward such data to third parties except in circumstances set out under point 4).

### **4. Disclosure of your information**

We may disclose your personal information to third parties:

- in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer.
- if our business or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms and conditions of supply and other agreements; or to protect the rights, property, or safety of our business, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

### **5. Your rights**

You are entitled to ask us to remove your data at any time. If you would like us to remove your data, please notify us by emailing us at [office\(at\)barrett-translations.co.uk](mailto:office(at)barrett-translations.co.uk).

You have the right to ask us not to process your personal data for marketing purposes.

Our site may, from time to time, contain links to and from the websites of our partners, affiliates and other organisations. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### **6. Access to information**

The Data Protection Act gives you the right to access information held about you. Your right of access can be exercised in accordance with this Act. Any access request is not normally subject to a fee.

### **7. Changes to our privacy policy**

Any changes we may make to our privacy policy will be posted on this page and, where appropriate, notified to you by email.

## **8. Contact**

Questions, comments and requests regarding this privacy policy and GDPR are welcomed and should be addressed to Barrett Translations Limited, Unit A, 70 High Street, Bassingbourn, SG8 5LF, United Kingdom or by email to [office\(at\)barrett-translations.co.uk](mailto:office@barrett-translations.co.uk).

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