

Paul Kearns Translator - Privacy Policy

Our contact details

Name: Paul Kearns

Address: 14 Kinghorne Court, Dundee, DD3 6NZ

Phone Number: +44 (0)7731533281

E-mail: paul@paulkearns.co.uk

date completed: 13 September 2021

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name and contact details, including e-mail addresses and phone numbers)
- Payment details for the purpose of processing invoices and payments.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have contacted us to enquire about our services, for example, to obtain for a quote for potential services on your behalf
- You have engaged our services and/or sent us material as part of that engagement.

We use the information that you have given us in order to complete work on your behalf and deliver this to you, as well as contacting you to obtain payment for services rendered.

We may share this information with other professional translators working on your project. We will only do this with your consent at the time of agreeing the scope of work involved on your project.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Paul Kearns using the contact details listed at the start of this document.

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored at our premises in 14 Kinghorne Court, Dundee, DD3 6NZ

We keep any documents, files or personal details provided by you for the duration of the project, including processing invoices and payments, or until the end of any statutory period required by the UK tax authorities.

We will then dispose your information by deleting any personal data, files, and documents from our computer systems. In the case of physical documents, these will be shredded and securely disposed of.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us by e-mail at paul@paulkearns.co.uk or by telephone at +44 (0)7731533281 or in writing to Paul Kearns, 14 Kinghorne Court, Dundee, DD3 6NZ if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by e-mail at paul@paulkearns.co.uk or by telephone at +44 (0)7731533281 or in writing to Paul Kearns, 14 Kinghorne Court, Dundee, DD3 6NZ.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>