

# PRIVACY NOTICE

## Who I am

I am Igor Timko trading as Timko Translations, and I am committed to maintaining the trust and confidence of visitors to my website, my clients, colleagues and suppliers. This Privacy Notice outlines when and why I collect personal data, what personal data I collect, how I use it, the limited conditions under which I may disclose it to others and how I keep it secure. You can contact me in my capacity as Data Controller of the data under my powers, duties and liabilities by email at [igortimko@timkotranslations.com](mailto:igortimko@timkotranslations.com) or by post at the following address: 19 Heath Road, Reading RG6 1ND, UK.

## How I get your personal data

I may receive your personal data in one or more of the following ways:

- in our correspondence (e.g. an email or Skype message) concerning my services (e.g. if you are an individual who needs a text translated, a translation agency's project manager or one of my suppliers);
- in a text that you, or somebody else, sends me for translation.

Our correspondence may include the following types of personal data:

- your contact details;
- your bank details, PayPal email address or Skrill email address (only if you are one of my suppliers).

A text sent to me for translation may include the following types of personal data:

- data concerning your health;
- data found in your ID, driving licence or vital records (including your ethnic origin);
- data concerning your criminal convictions;
- data related to your education;
- data concerning your employment.

## Why and how I process your personal data

I may process your personal data in one or more of the following ways:

- when corresponding with you about my services, in order to be able to fulfil my contractual obligations or to be able to take steps necessary prior to entering into a contract that would contain those obligations;
- when translating a text that contains your personal data, in order to be able to fulfil my contractual obligations;
- when storing any accounting-related documents that contain your personal data (e.g. invoices and POs), in order to comply with the legal requirements related to taxes;
- when storing any correspondence and any original and translated text(s) containing your personal data, in order to be able to defend any claims that may be brought by you or anybody else against me in relation to the services provided by me (i.e. I have to do this to protect my legitimate interests).

## **Who else receives your personal data**

When I send a text for translation or revision to a colleague, that text is anonymised, i.e. your personal data will not appear in that text. Our electronic correspondence will be handled by GDPR-compliant email hosting service providers.

## **How long I keep your personal data**

In order to be able to defend any claims that may be brought by you or anybody else against me in relation to the services provided by me, I store all correspondence and all translated and original texts for a period of 6 years (the limitation period in England and Wales). In order to comply with the relevant legal requirements related to taxes, I store all accounting-related documents (e.g. invoices and POs) for a period of 5 years from the day on which the relevant tax return is submitted. All this data is stored securely, on a password-protected PC and laptop. I also store a backup copy of the data, in a password-protected folder on an external hard drive. I also store a backup copy of all my correspondence, using a GDPR-compliant email hosting service.

## **Your data access rights**

You are entitled to view your personal data. You are also entitled to amend or delete all your personal data except data that I need to store in order to be able to defend claims or comply with the legal requirements related to taxes. Please email your request directly to me, and I will act upon this as soon as possible, within a maximum of one month from the date of your request.

## **Your right to complain**

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 body in the UK or in the country where you live. In the UK, the relevant body to contact is the Information Commissioner's Office (ICO), which you can do by visiting their website at <https://ico.org.uk/make-a-complaint/>.

This Privacy Notice was updated on 14 July 2018 and will be reviewed as and when necessary.