

Privacy Notice

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Who I am

I'm Marga Burke, a freelance translator and editor based in the UK. My translation business has now closed but this privacy notice remains available for your reference.

You can contact me at margaburke@gmail.com or on +44(0)7834 242864.

Why I process your personal data

I collect, store and use personal data for the following purposes:

- to provide translation and editing services
- to issue quotes for translation and editing services
- to comply with legal and tax requirements
- to keep in touch with my clients, potential clients, suppliers and professional colleagues.

The data I collect may include your name and contact details such as postal address, email address and telephone number.

I may also receive personal information that you send me for the specific purpose of translating or editing it, for example if you ask me to translate your degree certificate or medical report.

Lawful basis

The lawful basis for me processing your personal data under the GDPR is:

- performance of contract if you are my client or supplier, you ask me for a quote, or you ask me to take other steps before we do business together
- legal obligation in the case of my accounting records

- the legitimate interest of my business in all other situations.

If I am processing your health data, for example to translate your medical report, I also require your explicit consent.

Who else receives your personal data

Translations may be revised or edited by a second translator. If I am translating a text that contains your personal information, I will ask for your consent to do this.

Alternatively, I may anonymise the text so that the second translator cannot identify you.

For administrative purposes, other parties may have access to your personal data. These include the providers of my email hosting service, cloud backup services and online accounting software. All of these parties are compliant with the UK and EU General Data Protection Regulation (GDPR).

How long I keep your personal data

I keep your contact details throughout the length of our business relationship, unless you request otherwise.

Personal data in invoices, receipts and accounting records is kept for up to seven years to comply with UK tax requirements. Email communications are also kept for up to seven years.

Personal data in translations, source documents and edited texts is kept for at least six months in case of queries or complaints, unless you request otherwise, and may be kept throughout our business relationship for consistency and internal reference purposes. Documents that you send me for a quote will be deleted within six months if the quote is not accepted.

Your rights

You may contact me at any time to request a copy of the personal data I hold for you or ask for it to be corrected, updated or deleted. I will do this without undue delay and within one month of receiving your request. If I am legally required to keep your data, I will let you know within the same time period.

If you have any concerns about how I use your personal data, please contact me. You also have the right to lodge a complaint with the [Information Commissioner's Office](#) in the UK or the data protection authority in the country where you live.