

Privacy Policy

BB Translations Ltd takes privacy and data protection very seriously. Data will never be shared with any third party without the consent of the data subject, unless required by law.

Data subjects

There are two types of data subject whose data are processed: (a) work colleagues, suppliers and clients, and (b) data subjects whose information is contained in the documents to be translated.

(a) Work colleagues, suppliers and clients

The data held relating to work colleagues, suppliers and clients consists of the names of these data subjects, the name of their employer, and their work contact details (work email, work phone and work address).

How this data is used

This data is used to respond to translation requests, inform colleagues and clients of availability (annual leave, bank holidays, maternity or sick leave, etc.), and keep colleagues and clients up to date when the situation or services offered changes (new languages or subject areas offered, new contact details, etc.).

Legal basis

The legal basis for processing this data is the obligation to provide the contracted translation services. The data is used to communicate with colleagues and clients when providing translation services, and to keep them abreast of any changes that may affect these services.

Retention period

Data relating to work colleagues and clients will be retained for as long as the working relationship continues or, should we cease working together, for the record-keeping period required by HMRC (6 years after the end of the financial year in question).

If BB Translations is made aware that a data subject is no longer working for a translation client, their name and email address will be deleted from the BB Translations address book. Their name may still appear in any emails that they sent and on any purchase orders that they issued when working for their previous employer; these emails and purchase orders will be retained for the record-keeping period required by HMRC (6 years after the end of the financial year in question).

(b) Data subjects whose information is contained in the documents to be translated

The data held relating to data subjects whose information is contained in the documents to be translated can be very varied.

Such documents typically include, but are not limited to: birth, marriage and death certificates; academic certificates; criminal records and other legal certificates; insurance and bank documents; passports and ID documents; and contracts, among others.

The data they contain may consist of, but is not limited to: the data subject's name, date of birth, place of birth, postal address, email address, telephone number, marital status, academic qualifications (including the date, academic institution, specialist subject[s] and grades), date of death, ID number, employer, family (names, addresses, places of birth, etc.), insurance details, financial details (including their bank, account balances, etc.), and any other details contained in the documents to be translated.

How this data is used

This data is used solely for the purpose of translating the documents. The data is read by the translator and either transcribed in the translation with no changes or translated into English. On occasion, the data may be used to conduct research, such as checking the correct spelling online, in order to ensure the accuracy of the translation.

Legal basis

The legal basis for processing this data is the obligation to provide the contracted translation services. The data is used to accurately translate the document.

Retention period

Data that is contained in the document to be translated will be retained until the invoice for said translation has been paid. After this point, the source document will be either (1) deleted or (2) anonymised. If the source document is deleted, it will be sent to the computer's recycle bin, which is emptied automatically every 30 days. If the source document is anonymised, all personal data will be removed and the rest of the document will be retained for future reference and to settle any possible disputes or queries.

The target document will be either (1) deleted or (2) anonymised. If the target document is deleted, it will be sent to the computer's recycle bin, which is emptied automatically every 30 days. If the target document is anonymised, all personal data will be removed and the rest of the document will be retained for future reference and to settle any possible disputes or queries.

Where the data comes from

The personal data that is processed is sent to BB Translations by email only, by companies, translation agencies and private individuals.

Where data is stored and how it is protected

Data is held in three locations: a password-protected G Suite account (data types a and b), a password-protected computer and back-up drive in a locked, alarmed building (data types a and b), and on paper in files in a locked, alarmed building (data type a only).

Data type b will never be printed out.

Data is accessed only by the director of BB Translations Ltd.

If you wish to exercise any of [your rights under GDPR](#), please email beth@bbtranslations.co.uk.