

Privacy Notice

Who are we?

We are Juliet Baur and Mason Colby and we collaborate under the trade name Baur & Colby Translations. We are both freelance translators. We translate and revise French documents into English. Mason Colby is based in the USA and Juliet Baur is based in France. We are therefore subject to the General Data Protection Regulation which came into force on May 25, 2018. We are committed to maintaining the trust and confidence of visitors to our website, our clients, colleagues and suppliers. This Privacy Notice outlines when, what and why we collect personal data, how we use it, the limited conditions under which we may disclose it to others, and how we keep it secure. You may contact Juliet Baur in her capacity as Data Controller of the data under her power, duties and liabilities via email at julietbaur@hotmail.com.

Why do we process your personal data?

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

- to issue quotes,
- to provide a translation or editing service as requested by you,
- to request a translation or proof-reading service from you,
- or to comply with legal requirements.

What personal data do we collect?

Personal data collected may include your name, postal address, email address, telephone number and VAT number. Personal data may also include banking details, personal information on CVs or information on documents sent for the express purpose of translation or editing.

The legal basis for processing your data is to perform the services you request or to take necessary steps prior to fulfilling that request. This may involve outsourcing your request to another translator/proof-reader. This basis also applies if you provide us with a service. All data is processed on password-protected computers and is not accessible by third parties.

We do not use your personal data for marketing purposes, nor do we disclose it to unauthorised third parties.

Who else may have access to your personal data?

If we send a text containing personal data for translation or editing by a colleague, we either anonymise the text so your personal data does not appear, or make sure that the colleague in question is also GDPR-compliant. For administrative purposes, other parties may have access to your personal data, including our accountant, and website and email hosting services. To the best of our knowledge, all these parties are currently GDPR-compliant.

How long do we keep your personal data?

We will keep your personal data for 10 years, unless you ask us to delete or remove it sooner. If you ask us to delete translations before the 10-year period has expired, we cannot be held responsible for queries or claims relating to the content, as we have no way of verifying the accuracy of the original content. If we have done work for you, we are obliged to retain your personal data for several years to comply with tax obligations. We will delete email communications after ten years.

Do you have the right to access your data?

You are entitled to view, amend or delete the personal data that we hold. Please email your request directly to Juliet Baur, and she will act upon this as soon as possible, within at most one month from the date of your request.

Your right to lodge a complaint

If you have any concerns about how we process your personal data, please contact us. You also have the right to lodge a complaint with the supervisory authority in France or in the country where you live.

This Privacy Notice was updated in September 2019 and will be reviewed and updated as and when necessary.