

Privacy statement

This is the privacy statement from:

Name: Boswyck Legal Translations

Address: Bergweg 63

Postal code and city: 3707 AB Zeist

Chamber of Commerce No: 30263389

Email: nancydekok@boswyck.nl

Website: www.boswyck.nl

Tel: 06-51226580

We attach great importance to the proper protection of your personal data. Personal data are therefore carefully processed and secured by us. In doing so, we adhere to the relevant Privacy laws and regulations. In this privacy statement, we explain which personal data we process and for what purposes you may provide us with your personal data.

Purposes for which we collect and process personal data

Personal data may be provided to us in order to provide a quote for interpreting and translation services and for the performance of these interpreting and translation services.

We only use your personal data for the purposes for which they are necessary in order to provide you with the best possible service or if you give us permission to use your personal data.

The purposes for processing your personal data may therefore be:

- providing translation-interpreting services;
- sending email, invoices and/or quotations;
- carrying out other associated administration.

Security of your personal data

We protect your personal data in accordance with the requirements imposed by the GDPR. We also impose these requirements on third parties that we engage to (further) process your personal data. Besides we only provide your personal data to those who should have knowledge of your personal data in order to be able to properly perform the service you have requested. We impose confidentiality on these people.

Your personal data will also be secured both in writing and digitally according to the minimum legal requirements. Your personal data will not be kept longer than necessary, unless there is a legal obligation to keep this personal data for a longer period of time. We will destroy or return your personal data when they are no longer needed.

Your rights under the GDPR (General Data Protection Regulation)

As a data subject, you can exercise your rights under the GDPR by sending an email message to us at the address nancydekok@boswyck.nl. These rights, which you can invoke, are:

- the right to access your personal data;
- the right to the erasure of your personal data;
- right to rectification or restricted use of the personal data collected and processed;
- the right to data portability of your personal data.

We will deal with your requests promptly, striving to handle them within the legal period of four weeks after receipt of your request.

Loss of your personal data

Despite all the precautions we take to protect your personal data, a data breach may occur. In the event of a data breach, in which your personal data has been lost and serious damage to your privacy can be expected, we will inform you immediately.

Cookies

No cookies are used on the website of Boswyck Legal Translations.

Complaints

If, despite all our measures, you still feel that this privacy statement is not enforced properly, you can submit a complaint to us via the general email address or by phone on our general telephone number.

Dutch Data Protection Authority (DPA)

If you are dissatisfied with the handling of your complaint, you can also contact the Authority Personal data (DPA):

The Dutch Data Protection Authority

Bezuidenhoutseweg 30 | 2594 AV Den Haag | www.autoriteitpersoonsgegevens.nl
0900-2001201

This privacy statement will be updated from time to time to reflect recent developments in the field of the GDPR. The most up-to-date version of this privacy statement applies and can be found on our website.

Nancy de Kok

Zeist 2023