



DEARNS & BROWNE TRANSLATIONS  
Professional Translation Services  
French, Greek, Italian and Spanish to English

## Privacy Notice

### Introduction

We are Dearn & Browne Translations (D&B). This Privacy Notice is to let you know how we promise to look after your personal data.

Dearn & Browne Translations is the trading name of Philippa Dearn and Annabel Browne. We are two freelance translators working in partnership.

You can find out more about us at [www.dearnsandbrowne.co.uk](http://www.dearnsandbrowne.co.uk).

### Our lawful basis of processing your data

Your data is processed on the grounds of a contract with us. By contacting us with your translation/language service enquiries or by providing documents, you agree to your personal data being processed in order for us to provide the service you have requested. Your data is only processed for this use, i.e. to provide a translation or other relevant language-related service.

### Which personal information do we collect?

We process your contact information (name, title, address, email, telephone, etc.) invoicing details, and the data in the documents you have sent us for translation or other relevant language-related service.

### How long is the data kept?

We will keep your data for 10 years in order to cover HMRC's requirements (6 years), certification requirements (5 years) and our other business needs (reference, etc.). After this period, your electronic data will be permanently deleted and any hard copies will be shredded.

### Who do we share your data with?

We do not generally share your data with anyone else.

However, we may occasionally outsource work to other freelance translators. All of our freelancers have signed a Confidentiality Agreement and have agreed to implement the conditions in this Privacy Notice.

We may also share your data with law enforcement agencies if required to do so by law.

### How do we use your data?

We use your data to contact you, to perform the translation or other relevant language-related service you have requested and to ask for payment. We sometimes refer to previous translations for reference purposes; however, in such circumstances, we are only using the language/terminology contained in the documents and not your personal data.

### Can I access the data you hold about me?

Yes, you have the right to access the data we hold about you. It is generally the data you have provided to us. However, please contact us at [info@dearnsandbrowne.co.uk](mailto:info@dearnsandbrowne.co.uk) if you have any questions. We will reply to any requests within 28 calendar days.

Dearn & Browne Translations, 16 East Parade, Menston, West Yorkshire, LS29 6LH, UK  
[info@dearnsandbrowne.co.uk](mailto:info@dearnsandbrowne.co.uk) [www.dearnsandbrowne.co.uk](http://www.dearnsandbrowne.co.uk)



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### **Can I ask you to delete my data?**

Yes, you have the right to ask us to delete the personal data we hold about you. As long as we can comply with our legal obligations, we will proceed accordingly.

### **How is the personal data you hold safeguarded?**

All data we hold is securely stored on our hard drives (password protected and with up-to-date antivirus software), and on cloud services which have all satisfied GDPR compliance requirements. Any hard copies are stored in lockable cabinets that can only be accessed by D&B.

### **Can I complain in case my data is not appropriately handled?**

Yes, you have the right to complain to the Information Commissioner's Office (ICO) if you think a data breach has occurred.

If you have any questions or want more details about how we use your personal data, please contact us at [info@dearnsandbrowne.co.uk](mailto:info@dearnsandbrowne.co.uk).