



Corke Translations Privacy Policy

I value the privacy of my clients and website users and I am fully committed to protecting and using your personal information appropriately.

This Privacy Policy governs the use and storage of your personal information. This Privacy Policy describes how your personal information is collected, used, and shared when you visit my website www.corketranslations.com.

Changes to this Privacy Policy

This Privacy Policy was last updated on 2 November 2022 and I reserve the right to modify it at any time.

My contact details

Name: Rachel Corke

Website: www.corketranslations.com

Phone Number: (+44) 07902463222

Email: rachel@corketranslations.com

The type of personal information I collect

I currently collect and process the following information:

- your name and surname
- your business name
- your email address
- your phone number
- your postal address
- any other personal details contained in the documents you send
- your feedback and testimonials
- information collected through this website such as your browser, device, country, duration of browsing sessions etc. using cookies.



The legal basis on which I collect any personal information

I do not collect any personal information about my clients unless it is required for the performance of my contract with you, or you have given me your consent. The legal basis for processing your information is to *perform the services you request* or to *comply with legal requirements*. Visitors to my website are not obliged to provide personal information, but anyone interested in my services can contact me via the contact details provided, and some personal information has to be collected in order to establish communication.

How I collect your personal information

Most of the personal information I process is provided to me directly by you when you:

- contact me about my services
- use or view my website via your browser's cookies

How I use your personal information

I use the information you have provided to:

- identify you when you contact me
- provide you with the services you have requested
- give you a quote
- provide answers to your queries
- update you regarding your project
- post your projects to you
- invoice you
- keep records and carry out bookkeeping
- comply with the code of professional conduct.

How I store your personal information

Your information is securely stored on:

- a password-protected computer
- a secure external hard drive
- email

I will hold your personal information on my system for as long as is necessary for the performance of our professional relationship, or as long



as is set out in any relevant contract you hold with me, or it is necessary for insurance or legal purposes.

Your personal information protection rights

I would like to make sure you are fully aware of all your rights regarding your personal information. Every site user is entitled to the following:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to personal information portability
- the right to object
- rights concerning automated decision making and profiling.

If you would like to exercise any of these rights, please contact Rachel Corke at rachel@corketranslations.com.

Withdrawing your consent

If you no longer want me to process your personal information, please contact Rachel Corke at rachel@corketranslations.com.

Cookies

This website is hosted by WordPress.org. All of the information that is collected on WordPress.org will be handled in accordance with GDPR legislation. You can read WordPress.org's Privacy Policy [here](#). This website uses cookies. Cookies are small files downloaded onto your computer when you access certain websites. The purpose of cookies is to explore what kind of experience you have when visiting this website. For more detailed information on the use of these cookies, see WordPress.org's [Cookie Policy](#).

Third-party cookies

On some pages of my website, the other entities (for example, social networks) may also use their own anonymous cookies designed so that



the programmes or applications developed by them would suit your needs.

It is important to note that I cannot access third-party cookies; nor can other third-party organisations access the personal information in the cookies I use on my website.

You can opt-out from cookies. Visit your browser's settings, usually found under the privacy tab, to find out how you can do that.

Privacy Policies of other websites

This website may contain links to other websites. My Privacy Policy applies only to my website, so if you click on a link to another website, you should read their Privacy Policy. When you leave this website by clicking on those links, please note that I have no control over the other websites, their content, their Privacy Policies, or how they might use your personal information. You click on links to other websites at your own risk.

How to contact me

If you have any questions about my Privacy Policy, the personal information I hold on you, or you would like to exercise one of your personal information protection rights, please do not hesitate to contact Rachel Corke at rachel@corketranslations.com.

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that I have not addressed any concerns in a satisfactory manner, you may contact the Information Commissioner's Office.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113 ICO website: www.ico.org.uk