

## Privacy Notice

Diana Obermeyer is a translator and proofreader.

In order to provide her services, she must process certain personal data and in doing so, she acts as a data controller.

She will only use your personal data in accordance with the terms outlined in the contracts with her and this privacy notice.

### 1. COLLECTION AND USE OF PERSONAL DATA

Personal data may be collected when you contact her directly through the contact form on this website, by email or otherwise, e.g. to obtain a quote, use the services Diana provides, conclude contracts with Diana, or when submitting solicited or unsolicited information.

### 2. PURPOSE OF PROCESSING AND LEGAL BASIS

Diana Obermeyer will collect, process and store your personal data, which may include sensitive data, for the purposes of providing you with her services. The legal bases are as follows:

LEGAL BASIS	EXAMPLE
LEGAL OBLIGATION	To comply with legal or fiscal provisions
CONTRACTUAL OBLIGATION	To provide services including translation and proofreading services
LEGITIMATE INTEREST	To facilitate business processes, e.g. invoicing, and to maintain business relationships
CONSENT	Where Diana has explicitly obtained your consent to share your data, e.g. for a testimonial and/or reference about her service provision.

### 3. RECIPIENTS OF DATA

Diana Obermeyer uses an invoicing platform. A link to your client portal is provided in each invoice. This platform also provides reports and analyses only visible to Diana Obermeyer and not accessible by third-parties. This platform is based in the USA.

Otherwise, Diana Obermeyer will only disclose your personal data if legally required to do so.

### 4. AUTOMATED DECISION-MAKING

Diana Obermeyer does not use automated decision-making, including profiling. Should she intend to change this process you will be notified in advance.

### 5. DATA ACCESS RESTRICTION AND RETENTION

Diana Obermeyer will retain your personal data only for as long as is necessary.

Personal data will be stored for the duration of a business relationship. If no business relationship is developed after your initial contact, your personal data will be erased immediately. If a business relationship is terminated, your personal data will be retained for as long as legally required, e.g. for audits. In the event of a dispute, Diana may retain your personal data until such dispute is settled.

## 6. SECURITY PRECAUTIONS TO PROTECT YOUR PERSONAL DATA

Diana Obermeyer is committed to taking all reasonable and appropriate technical and organisational measures to protect the personal information held by her from misuse, loss or unauthorised access.

Diana currently has no employees or subcontractors who might be granted access to any of your personal data.

## 7. COOKIES UND PLUG-INS

This website uses neither cookies, nor plug-ins.

## 8. YOUR RIGHTS

Please be aware that you have the following data protection rights:

- a. The right to request information on the personal data about you Diana Obermeyer processes;
- b. The right of access to the personal data about you Diana Obermeyer processes;
- c. The right to correction of your personal data;
- d. The right to erasure of your personal data in certain circumstances;
- e. The right to restrict processing of your personal data;
- f. The right to data portability in certain circumstances;
- g. The right to object to the processing of your personal data;
- h. The right not to be subjected to automated decision-making and profiling; and
- i. The right to withdraw consent at any time.

Where you have consented to Diana Obermeyer processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by emailing [diana@obermeyertranslation.com](mailto:diana@obermeyertranslation.com).

## 9. COMPLAINTS OR QUERIES

If you wish to complain about this privacy notice or any of the procedures set out therein, please email [diana@obermeyertranslation.com](mailto:diana@obermeyertranslation.com).

You also have the right to raise concerns with the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority if you believe that your data protection rights have not been complied with.