

PRIVACY POLICY

Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter "GDPR"), please note that:

Controller	<p>1. The controller of your personal data as a client commissioning the translation of the source text is Hanna Juskiewicz-Corblin conducting business activity at the following address: ul. Antoniego Abrahama 43a, 80-307 Gdańsk, Poland, NIP [<i>tax id</i>]: 5842571243, REGON [<i>business statistical number</i>]: 220886944, phone no. +48600567474, email: hanna.juskiewicz@gmail.com, operating a website at: www.hannajuskiewicz.com.</p> <p>Note: the above does not apply to personal data contained directly in the source text provided to the translator for translation, in relation to which the translator acts as a processor.</p>
Purposes of processing	<p>2. Your personal data will be processed for purposes related to the provision of translation services, such as: responding to your inquiry (preparing and sending you a quote for the translation services based on the documents sent and indicating the proposed date for the translation), performing the translation service, and issuing an invoice after the service has been performed (Article 6(1)(b) and (f) of GDPR). Translation services include: provision of written translations from English into Polish and from Polish into English, proofreading of translations provided by a third party, and interpreting.</p>
Provision of data is voluntary	<p>3. The processing of personal data, both yours and that of third parties (contained in the documents to be translated) is necessary for the performance of the agreement, although its provision is voluntary. The basis for this processing is the legitimate interest of the controller.</p>
Invoice details	<p>4. If you wish to receive an invoice, you will be required to provide additional data necessary for its issuance, and resulting from tax regulations imposing such an obligation on you. These data shall be kept for a period of time resulting from such tax regulations (currently 5 years counting from the end of the calendar year in which the deadline for tax payment has passed).</p>
Data recipients	<p>5. The recipients of your personal data will be entities providing accounting and IT support to the Controller.</p> <p>6. The Controller will not transfer, sell or lend the collected personal data to other persons or institutions, except if requested by authorised state authorities for the purposes of their investigations.</p> <p>7. The Controller will not transfer your personal data to countries outside the European Economic Area or to international organisations.</p> <p>8. Your data will not be processed by automated means, including profiling.</p>
Data storage time	<p>9. The Controller will store your personal data, depending on the basis and purpose of the processing, for the time justified by the execution of the order, until the expiration of the statute of limitations related to the agreement from which the processing of the personal data results, or the statute of limitations of obligations under the law.</p>

	<p>10. Copies of some translated texts (in the source and target languages) may be kept indefinitely for the purpose of improving the translator's professional skills and building a knowledge base (translation templates). The basis for such processing shall be the legitimate interest of the controller.</p>
GDPR privacy notice	<p>11. Data subject will be provided with a GDPR privacy notice in accordance with Articles 13 and 14 of the GDPR.</p> <p>12. Your submission of personal data and/or documents containing personal data in order to receive a quote or to order a translation shall be equivalent to your consent to the processing of such data to the necessary extent described in this Privacy Policy and under the terms and conditions described herein.</p>
Data breach protection	<p>13. The data is protected against breach.</p> <p>14. The access to the computer containing the data is protected by a password consisting of a string of characters.</p> <p>15. The computer has legal and regularly updated software and anti-virus solutions installed.</p> <p>16. The local network is protected against externally initiated activities by a firewall.</p> <p>17. Any printouts are securely locked up and are periodically professionally destroyed.</p>
Cookies	<p>18. When you browse this website, we use cookies which are small text files stored on your computer that are used to compile general statistics about your use of our website. At any time, you have the option to block the cookies by selecting the appropriate option in your web browser.</p>
Rights of data subjects	<p>19. You have the right to access your personal data, the right to request rectification, erasure or restriction of processing of such data, to object to the processing and to request data portability, subject to the requirements of the GDPR (in particular, Article 17(3) thereof) . You also have the right to lodge a complaint with the President of the Office for Personal Data Protection if you consider that the processing of your personal data violates the provisions of the GDPR.</p>
Changes to the Privacy Policy	<p>20. The Controller reserves the right to change this Privacy Policy at any time.</p> <p>21. Any changes to the Privacy Policy shall come into effect as soon as they are published on the website: www.hannajuszkiewicz.com.</p>
Contact with the Controller	<p>22. Any questions or concerns about the processing and storage of your personal data can be sent to the following email address: hanna.juszkiewicz@gmail.com.</p>