

LANGUAGE REACH

Data Protection Policy

At our translation agency, we take data protection seriously and are committed to ensuring that we comply with all relevant data protection laws and regulations in the UK. This policy outlines our commitment to protecting personal data and sensitive data, and the procedures we have in place to ensure that data is processed in a secure and compliant manner.

1. Collection of Data

We collect personal data and sensitive data from our clients for the purposes of providing translation services. We only collect data that is necessary and relevant to the provision of our services, and we always obtain consent from clients before collecting their data.

2. Use of Data

We only use personal data and sensitive data for the purposes for which it was collected. We do not share data with third parties unless required by law or with the explicit consent of the data subject.

3. Storage and Security of Data

We store personal data and sensitive data securely in accordance with UK data protection laws and regulations. We have appropriate technical and organizational measures in place to prevent unauthorized access, accidental loss, or destruction of data.

4. Data Subject Rights

We respect the rights of data subjects and provide them with access to their personal data upon request. We also allow data subjects to correct, delete, or object to the processing of their data, in accordance with UK data protection laws and regulations.

5. Breach Management

We have procedures in place to identify and manage data breaches, in accordance with UK data protection laws and regulations. We will report any data breaches to the Information Commissioner's Office (ICO) and affected individuals within the required timeframe.

6. Data Protection Officer

We have appointed a Data Protection Officer (DPO) who is responsible for overseeing our data protection policies and procedures, and ensuring compliance with UK data protection laws and regulations.

7. Training and Awareness

We provide regular training to our employees on data protection laws and regulations, and we ensure that our employees are aware of their responsibilities when handling personal data and sensitive data.