

Privacy Notice

Who I am:

I am Dorothy Schaps, owner of www.dmstranslations.com, and I'm committed to maintaining the trust and confidence of visitors to my website, my clients, colleagues and suppliers. This Privacy Notice outlines when, what and why I collect personal data, how I use it, and the limited conditions under which I may disclose it to others.

You may contact me in my capacity as Data Controller of the data under my powers, duties and liabilities: Wiesenweg 35f, 51147 Cologne, Germany or via email at dorothy@dmstranslations.com

Why I process your personal data.

I collect, store and use such personal data for the purposes of issuing quotes, providing translation and/or proofreading services that you request or to comply with legal requirements. I do not use your personal data for marketing purposes. Personal data collected may include your name, postal address, email address, telephone number, and tax number. The legal basis for processing your data is to perform the services you request or to take necessary steps prior to fulfilling that request.

Who else receives your personal data?

If I send a text for revision or editing to a colleague, that text will be anonymised, so that your personal data will not appear. For administrative purposes, other parties may have access to your personal data, including my accountant, and my website and email hosting services. All these parties are GDPR-compliant.

How long do I keep your personal data?

Data in relation to quotes will be retained for up to six months. In the case of work carried out, I am obliged to retain your personal data for five years to comply with tax obligations. I will delete email communication after five years.

Your data access rights

You are entitled to view, amend, or delete the personal data that I hold. Please email your request directly to me, and I will act upon it as soon as possible, within a maximum of one month from the date of your request.

Your right to complain

Should you have any concerns about how I process your personal data, please contact me. You also have the right to lodge a complaint with the supervisory body in Germany or in the country where you live.

This Privacy Notice was updated on 8 May 2018 and will be reviewed as and when necessary. Should any differences occur between the various language versions, the English language version will prevail.