

About this statement

LR TXT is responsible for processing personal data as outlined in this privacy statement. LR TXT is the company name of Liesbeth Rijnierse, translator and editor.

Contact details:

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Personal data which I process

LR TXT receives personal data either because you use my services or because you make these data available to me.

The following data are processed:

- First and last name, company name if applicable;
- Telephone number;
- Email address;
- Address, if applicable;
- VAT number, for companies.

Special and/or sensitive personal data which I process

In the documents you submit for translation or editing, personal data can be included in the text. These are processed in order to complete the assignment, but will not be stored. How long certain data are stored is outlined below.

The purpose for processing personal data

LR TXT processed your personal data for the following purposes:

- To supply translation and editing services;
- To complete financial procedures;
- Legal requirements, such as using and storing data necessary for invoicing and tax returns.

How long are personal data stored?

- Data related to quotations are stored for 6 months.
- Supplied documents are deleted four weeks after delivery or after accepting delivery of the end product.
If a quotation does not lead to a contract, these documents will be deleted within one week after a quotation is rejected.

- Translations or edited documents are deleted four weeks after delivery or after accepting delivery of the end product. When parts of a translation are stored in translation memories for future use, any personal data will be deleted.
- In the case of work performed, I am obliged under Dutch tax law to store the details of our transactions and relating invoices for seven years.
- Email conversations will be deleted at the latest after two years. At your request I will do so sooner.

Who else will receive your personal data?

If I send a text to a colleague for revision, the document will be anonymized. If due to the nature of the text this is not possible, I will ask your permission before I share your document.

For administrative purposes third parties may have access to the data that I store, including the hosting company for my website and email services and the company which provides antivirus protections. These third parties comply with the GDPR.

How do I protect personal data?

LR TXT takes appropriate action to avoid abuse, loss, unauthorized access, unwanted disclosure or unlawful alteration of data, including the use of a firewall, reliable antivirus software and password protection. Should you feel that your data are not properly secure or if there are indications of data abuse, please contact me immediately.

The use of cookies or comparable techniques

The LR TXT website only uses technical cookies to adjust the language of the website to the language of your browser.

Access, rectification or erasure of data

- You have the right to know which personal data I have collected (access), to have them changed (rectification) or to have them deleted (erasure).
- You have the right to withdraw your consent for data collection or to object to data collection by LR TXT. This may mean, however, that I can no longer carry out an assignment for you.
- You have the right to data portability. This means that you can ask me to send you, or a third parties specified by you, a computer file with your personal data that I have stored.

You can send a request for access, rectification, erasure, data portability or a request to withdraw permission for, or object to, data collection to info@lrx.txt. I will respond as quickly as possible – usually the same or the next day, unless your request arrives over the weekend or during a holiday, sick leave or other period of absence.

If you ask me to delete personal data or if you withdraw your consent, I will do so unless legal obligations prohibit me to do so.

More information?

Being the owner of a Dutch company, I follow the Dutch version of the General Data Protection Regulation of the European Union. Read more on:

https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en