

Privacy Policy

Company data

I'm Liesbeth te Boekhorst of LtB-Translations, and I'm committed to maintaining the trust and confidence of visitors to my website, my clients, colleagues and suppliers. This Privacy Policy outlines when, what and why I collect personal data, how I use it, the limited conditions under which I may disclose it to others, and how I keep it secure.

You may contact me via e-mail at info@ltbt.nl.

Website privacy

Social media features

This website includes social media features such as share or like buttons. These features are provided by third-party social media platforms themselves (such as LinkedIn). If and when data are collected in this way, its processing is governed by the privacy policy of the respective social media platform.

Links to third party websites

This website contains links to third-party websites. When clicking on these links, you will enter a third-party website. If and when data are collected in this way, its processing is governed by the privacy policy of the respective website.

Client, supplier and collaborator data

Why I process your personal data

I collect, store and use such personal data for the purposes of issuing a quote, provide translation and/or copywriting and/or subtitling 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, e-mail address, telephone number, and ID or 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 I keep your personal data

Data in relation to quotes will be retained for up to six months. In the cases of work carried out, I am obliged to retain your personal data for seven years to comply with tax obligations. I will delete e-mail 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 this 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 the Netherlands or in the country where you live.

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