

WOLFESTONE

Privacy Notice

Wolfestone Holdings (comprising Wolfestone Translation, Robertson Languages International and Voicebox) acts as a data controller and as such, has contractual reasons for obtaining and keeping personal data you provide to us as a representative of your company. We only collect basic personal data about you, provided by you which does not include any special types of information. This does, however, include name, email address, address, phone number, qualifications, and bank details or other payment information.

How we collect your data

Wolfestone Holdings only collects your data directly from you. We do not engage third parties to provide us with your personal data.

Why we need your data

We need to know this basic personal data in order to fulfil our business contract with you, and so that we can contact you about any legitimate interests (for example: potential translation work, updates to our services or terms and conditions that you need to know about). We will not collect any personal data from you that we do not need.

What we do with your data

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union.

Only you and Wolfestone Holdings staff have access to your data. We use this data to contact you, and to refer to when deciding if your background and experience matches the requirements of the project.

In order to make payment and fulfil our business contract with you, we need to input your financial details in our accounting software and online banking platform.

No other Third Parties have access to your personal data unless the law allows them to do so, or you have given consent for this (e.g. we will ask if you are happy for us to share your email address with other people working on the same project).

What if I no longer wish to work with Wolfestone Holdings?

If you no longer wish to work with us, you can request that we deactivate your profile and we will stop contacting you.

We cannot delete your record completely with immediate effect as we are required under UK tax law to keep your basic personal data (name, address, contact details) for 6 years after which time it will be destroyed and all personal data in our database will be anonymised.

Data Protection Officer

Our data protection officer is Norbert Pietrzak. For any data protection queries you can contact him at: dpo@wolfestone.co.uk.

What are your rights

1. You have the right to be informed about how we use your data and who has access to it. If you have any questions about your data which are not addressed in this privacy notice, please contact our data protection officer, Norbert Pietrzak: dpo@wolfestone.co.uk.
2. Under the GDPR you have the right of access, which means you can request for us to show you the data we have on you and tell you who has access to it. This is called a subject access

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request. Please see our Subject Access Request page on our website for more information: <https://www.wolfestone.co.uk/subject-access-request-policy/>

3. You have the right to rectification, which means that, if at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. Please see our Subject Access Request page on our website for more information: <https://www.wolfestone.co.uk/subject-access-request-policy/>
4. You have the right to erasure, which means you can ask for us to remove you from our records. In order to fulfil our legal obligations, we need to keep your data for 6 years, after which time all your data will be securely destroyed. Our legal obligations override the right to erasure in this context.
5. You have the right to restrict processing, which means that you can request that we don't do anything with your data except store it.
6. You have the right to data portability, which means you can ask us to transfer your data to another data controller or send it to you in a structured, machine-readable format.
7. Right to object – as our grounds for collecting your data is based on legitimate interests, you may object to us processing some of the data that we ask for as part of your registration with us. This may, however, affect your application.
8. Rights related to automated decision making, including profiling – we do not use any automated decision making or profiling services when allocating project work.

For more information on your rights under GDPR and when they apply, please see:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

To exercise these rights please contact our data protection officer, Norbert Pietrzak: dpo@wolfestone.co.uk.

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact the DPO to have the matter investigated.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>