

## **Caterina Angela Dettori**

### **Privacy Notice**

#### **Who I am:**

My name is Caterina Angela Dettori and I am 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, the limited conditions under which I may disclose it to others, and how I keep it secure.

You may contact me via email at [angela@wordsarefreedom.com](mailto:angela@wordsarefreedom.com).

#### **Website privacy**

##### **Cookies**

Like most websites, mine also uses cookies to collect data. Cookies are small data files which are placed on your computer (PCs, smart phones or tablets) as you browse. They are used to remember when your computer or device accesses this website, they help it operate effectively and improve your user experience. The data collected include the country from where you access the website, this information is used to set the predefined language of the website (English, Spanish, French or Italian). These cookies are not used to collect or record data on your name, address or other contact details. You can disable the use of cookies by changing your browser settings to reject cookies.

#### **Clients and collaborators data**

##### **Why I process your personal data**

I collect, store and use such personal data for the purposes of issuing a quote, provide the language 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 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, 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 ten 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 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 Italy or in the country where you live. This Privacy Notice was updated on 13 August 2018 and will be reviewed as and when necessary. Should any differences occur between the various language versions, the Italian language version will prevail.