

## **Privacy statement in the context of the GDPR**

The General Data Protection Regulation ("GDPR") came into operation on 25 May 2018.

The GDPR is effective for all organisations that operate and process personal data inside the EU.

Muse Translations is meticulous about handling your personal data. This not just because of statutory requirements, but also because it is important to us that we should protect your privacy.

### Our identity and contact details

Muse Translations  
Lombokweg 3  
8391 KG Noordwolde  
Telephone: 0561-769049  
Website: [www.musetranslations.com](http://www.musetranslations.com)  
email: [info@musetranslations.com](mailto:info@musetranslations.com)

### The maximum personal data that we hold

Name  
Address  
Town/City  
Telephone number  
Email address  
Bank account number

### Purposes and legal basis

We receive personal data so that we can serve our customers when providing information, issuing quotations, delivering translation work and, when translators are working on the instructions of Muse Translations, for delivering the texts, communicating about the work and paying invoices.

### Sharing the data with others

Muse Translations does not sell any personal data to third parties and will only disclose such data if necessary for achieving the purposes agreed with you or to comply with a statutory obligation.

### Rights

You are entitled to ask to examine your personal data at any time. You can also ask for rectification, transfer, restriction or deletion of your personal data. We would ask you to do this via this website's email address, with a note of your phone number so that we can verify that the request actually comes from you.

### Withdrawal

You can withdraw your permission at any time, in writing. The same procedure applies for this as is described above.

#### Security and confidentiality

Muse Translations applies appropriate security measures to the personal data it processes, in line with the relevant statutory requirements and guidelines. We are obliged by law to respect the confidentiality of your personal data. We also impose a corresponding obligation on third parties if we engage them for the performance of our work.

#### Period of retention

Muse Translations retains your personal data for as long as it is needed in the context of the agreed commission; personal data in printed form is also retained in connection with the duty to retain documents that is imposed on us by the Dutch Tax & Customs Authority.

#### Processing in other countries

The personal data may be processed in countries inside the European Union. Transfer to countries outside the European Union is prohibited.

#### Notification of computerised data collection

No computerised collection takes place.

#### Submitting a complaint

If you have a complaint, you may submit this to the Dutch Personal Data Protection Authority [*Autoriteit Persoonsgegevens*]. The Authority may be contacted by phone between Monday and Friday, on +31 (0)88 1805 250.