

## **Privacy notice**

### **Who we are**

We are Chinese Technical Translations Ltd, a company incorporated and registered in England. Our company registration number is 11131106 and our registered office is at Highland House, Mayflower Close, Chandlers Ford, Eastleigh, Hampshire SO53 4AR, United Kingdom.

### **What we do**

We supply translation, localisation and other associated services.

### **What types of personal information we may collect**

We may collect the following information when you contact us or use our services:

- Your name and contact details including email address
- Any personal information required to process your payment for our services
- Details you supply to us about your workplace and job title
- Any personal information contained in documents you send to us to translate

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.

We will securely delete any personal information when it is no longer necessary in relation to the purpose for which it was originally collected. This is reviewed every three months.

### **How we may use your personal information**

We will use the personal information you provide to us:

- a. to supply the services to you;
- b. to process your payment for the services; and
- c. if you agree to this, to inform you about similar services that we provide, but you may stop receiving these communications at any time by contacting us.
- d. in the case of companies and individual employees of companies, to inform you about services that we provide, but may you stop receiving these communications at any time by contacting us.

Any personal information contained in documents you send to us to translate may be given to translators working with Chinese Technical Translations Ltd. These translators are based in the UK and have signed contracts with Chinese Technical Translations Ltd to ensure that the required standards of data security and confidentiality are met. Other than translators, we will only give your personal information to third parties where the law requires it.

### **Legal basis for processing of personal information**

Chinese Technical Translations Ltd processes personal data on the lawful basis of legitimate interests. This processing is necessary for the basic functioning of the company and to provide our translation services to clients as they require.

When translating documents containing sensitive personal information (such as an individual's race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID

purposes); health; sex life; or sexual orientation), we will ask for written consent from that individual to process this information.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Your rights**

- If you have given us consent to process your personal data, you have the right to withdraw consent at any time. If you wish to do this, please inform us in writing.
- You have the right to be informed about the types of personal information that we process and how it is used (these details are included in this document).
- You have a right to request information about any personal data that we hold on you.
- You have the right to have personal data rectified if it is inaccurate or incomplete.
- You have the right to be forgotten and can request the erasure of personal data.
- You have a right to block or restrict the processing of personal data. When processing is restricted, we are permitted to store the personal data, but not further process it.
- You have the right to data portability, which allows individuals to obtain and reuse their personal data for their own purposes across different services.
- You have the right to object to the processing of your personal data.
- You have the right to lodge a complaint with a supervisory authority.

Please contact us by email at [info@chinesetechnical.co.uk](mailto:info@chinesetechnical.co.uk) if you would like to make a request in relation to the above rights.

Chinese Technical Translations Ltd does not use any systems for automatic decision making or profiling.

The Data Protection Lead at Chinese Technical Translations Ltd is Dr Jie Bao Rozée, who may be contacted by email using the following address: [jill@chinesetechnical.co.uk](mailto:jill@chinesetechnical.co.uk)