

Privacy Statement – Maverick Translations

About me

I'm Rik Schraag, trading as Maverick Translations, and I make every effort to maintain the trust of visitors to my website, and of my customers, colleagues and suppliers. This privacy statement describes when and why I collect personal data, which personal data I collect, how I use personal data, the limited conditions under which I disclose personal data to third parties, and how I keep these data secure.

You can contact me in my capacity as the controller of personal data either by post at Van Pallandtlaan 22, 2172 JJ Sassenheim, the Netherlands, or by email at info@mavericktranslations.nl.

Website privacy

Social media features

This website has social media features such as 'Share' or 'Like' buttons. Third parties, namely the social media platforms themselves – LinkedIn, Twitter, Facebook and Instagram – provide these features. The privacy policies of the respective social media platforms apply if and when they collect data in this way.

Data from customers, suppliers and colleagues

Why I process your personal data

I collect, retain and use your personal data to prepare an offer, to provide the translation, copywriting or editing services you've requested, or to comply with legal and tax requirements. I don't use your personal data for marketing purposes. I also don't supply your personal data to third countries. The personal data I collect can include your name, postal address, email address, telephone number and VAT number. It can also include your date of birth or other personal information in exceptional cases (when translating personal documents such as CVs).

The legal basis for processing your data is to provide the services you've requested or to take the necessary steps to comply with that request.

Who else receives your personal data?

If I send a text to a colleague for translation or revision, it will be anonymised, so your personal data will not be visible. Other parties can access your personal data for administrative purposes, including my accountant and the hosting company for my website and email services. All these parties have ensured that they comply with General Data Protection Regulation (GDPR) requirements.

For how long do I retain your personal data?

I retain data relating to offers for six months. Once your work has been completed, I have to retain your personal data for seven years as part of the retention obligation for tax purposes. I delete email messages after five years.

Security of your personal data

I've implemented appropriate technical and organisational measures to secure your personal data. I've chosen these measures based on the available technology, the implementation costs, the type of personal data I process for you and the associated risks. I aim for these measures to comply with the requirements of Article 32 GDPR.

Data breaches

If I discover a data breach, I will report it to you within 48 hours. After my report, you will need to assess whether you have to report the data breach to the Dutch Data Protection Authority. I don't do this myself because you are responsible for the legal obligations in this regard.

Your data access rights

You have the right to view, rectify or remove the personal data in my possession. If you email me your request, I will comply with it as soon as possible, no later than one month from the day you send your request.

Your right to file a complaint

If you're in any doubt about how I process your personal data, don't hesitate to contact me. You also have the right to complain to the supervisory authority in the Netherlands or your country of residence.

This privacy statement was last amended on 24 October 2021 and will be revised if necessary. If the Dutch and foreign-language versions are inconsistent, the Dutch version will take precedence.