

P.F. Sworn Translations

Privacy Policy

Last modified: October 2020

At P.F. Sworn Translations we are committed to safeguarding and preserving the privacy of our customers and website visitors.

This privacy policy explains how we collect personal data and what happens to your personal data after you provide it to us.

Information we collect

- In running and maintaining our website, we use Google Analytics to collect and process data about you, such as traffic and location data.
- Information provided voluntarily by you through the website's online form, such as full name, email, and country of residence.
- We use your personal information (name, surname, email, and address) to create quotes and invoices on our third-party accounting platform: Gekko
- Information or scanned documents containing personal or sensitive information provided voluntarily by you through email.
- Information provided by you to communicate with us by any means.

Use of your information

At P.F. Sworn Translations we use the information collected from you to provide sworn translation services. In addition to this, we may use the information for one or more of the following purposes:

- To provide you with information about our translation services.
- To prepare a quote for you upon your request.

- To perform our translation services.
- To prepare your invoice after the translation work has been completed and duly delivered.

This information will only be provided where you have given consent to receive such information. Such consent may be withdrawn by you at any time.

Storage of your personal data

We treat all your personal data as confidential and therefore we take the utmost care in making sure that such data is stored in a safe environment with a secure password and protected against malware.

We also make reasonable efforts to retain personal data only for so long as the information is necessary to comply with any relevant data subject's request or until such data subject requests that their personal data be deleted.

Disclosure of your personal data

We will not disclose any of your personal data to other parties other than in accordance with this privacy policy unless we are legally required by law to disclose your personal information.

Third party links

On occasion we include links to third parties on our website. Where we provide a link, it does not mean that we endorse or approve that site's policy towards visitor privacy. We advise you to review their privacy policy before sending them any personal data.

Changes to this Privacy Policy

P.F. Sworn Translations may modify this Privacy Policy from time to time to reflect our current privacy practices. Should this policy be modified, we will change the "last modified" date at the top of this page. We encourage you to periodically review the P.F. Sworn Translations Privacy Policy to be informed about what our current privacy practices

are and how we are protecting your personal data.

Policy Questions and Contact Information

If you have questions or comments about our privacy policy and/or administration of your personal data, please contact us at info@pfsworntranslations.com.