

PROCESSING OF PERSONAL DATA COLLECTED THROUGH THE CONTACT FORM ON CLAVOLINE-TRADUCTION.FR

Last updated: May 3rd, 2023

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This document describes the way I (Gwendoline Clavé) process the personal data you share with me through the [contact form](#) on my website (clavoline-traduction.fr).

1. DATA CONTROLLER

The data controller is Gwendoline Clavé, residing 6 impasse de la Papeterie, 13005 Marseille, France and registered as a sole proprietor (“entreprise individuelle”) under SIRET number 803 276 773 00048.

If you have any questions about the way I process your data, or if you want to exercise any of your rights, you can email me at gwen@clavoline-traduction.fr.

2. PURPOSE OF THE PROCESSING

I process your data to receive your inquiries and to reply to them by email.

3. LEGAL BASIS OF THE PROCESSING

As a service provider, I have a legitimate interest to reply to messages from potential clients and other individuals who ask me for information or quotes.

This legitimate interest provides a legal basis for this processing in accordance with the GDPR.

4. PERSONAL DATA PROCESSED

I process the following data:

- your last name, first name, or both; and
- your professional or personal email address.

Without this data, I can't reply to your inquiry.

5. DATA PROCESSORS

The data you enter in the contact form is sent to me by email through my hosting provider (OVH, in France) and my webmail provider (Proton, in Switzerland).

6. RECIPIENTS

I don't share your data with third parties, except with your express specific consent.

Your data doesn't leave the European Economic Area.

7. RETENTION PERIOD

I keep your inquiry, any emails we exchange, and your personal data for:

- a 3-month period, which is renewed every time you contact me again, or
- the duration specified in my Terms and Conditions, if you ask me for a quote or hire me to provide any services.

8. PROTECTION MEASURES

I use passwords and encryption to protect your inquiry, any emails we exchange, and your personal data, whether they are stored in the cloud or locally.

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9. YOUR RIGHTS

You have the right to know whether I process any personal data about you.

If I do, you also have the right to:

- access your personal data;
- know where I got your personal data;
- correct or erase your data;
- restrict the processing of your data;
- object to the processing of your data;
- request the portability of your data; and
- lodge a complaint with a supervisory authority (such as the CNIL in France).

Please note that restrictions apply to the exercise of some of these rights.

For instance, if you hire me to provide any services, I won't be able to erase your data before the end of the retention period specified in my Terms and Conditions.