



Privacy Policy

This privacy policy sets out how EquineCopy uses and protects any information that you give EquineCopy when you use the offered translation services and/or website. EquineCopy is committed to ensuring that your privacy is protected. Should EquineCopy ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

EquineCopy may change this policy from time to time by updating this document, which is available on the website. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1 May 2018.

What EquineCopy might collect

EquineCopy may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postal code
- other information relevant to customer surveys and/or offers

What EquineCopy does with the information EquineCopy gathers

EquineCopy requires this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- EquineCopy may use the information to improve services (e.g. specific areas of expertise)
- From time to time, EquineCopy may also use your information to contact you for market research purposes. EquineCopy may contact you by email and may use the information to customise the services.
- EquineCopy may also use your email address to send out holiday greetings and such.

Security

EquineCopy is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, EquineCopy has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information EquineCopy collects.



Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked for permission to receive emails for direct marketing purposes and such, you can simply refuse by sending an email to fiona@equinecopy.com
- if you have previously agreed to EquineCopy using your personal information for direct marketing purposes, you may change your mind at any time by sending an email to fiona@equinecopy.com

EquineCopy will not sell, distribute or lease your personal information to third parties.

Under General Data Protection Regulation (GDPR) you may request details/deletion of personal information which EquineCopy holds about you. Proof of identity may be applicable. If you would like a copy of the information held on you please send an email to fiona@equinecopy.com

If you believe that any information EquineCopy is holding on you is incorrect or incomplete, please email EquineCopy as soon as possible, at the above address. EquineCopy will promptly correct any information found to be incorrect.

How EquineCopy use cookies

EquineCopy does not use cookies.

Links to other websites

EquineCopy's website may contain links to other websites of interest. However, once you have used these links to leave EquineCopy's site, you should note that EquineCopy does not have any control over that other website. Therefore, EquineCopy 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.

Contact

Do you have a specific requirement or other questions? Please email EquineCopy at fiona@equinecopy.com.

Prevailing language

In the event of conflicting interpretations, the Dutch language version of the privacy statement prevails at all times.