

# AVOCATE'S GDPR STATEMENT

Avocate Legal and Business French Interpreting and Translation Services Ltd. is committed to upholding the principles of the General Data Protection Regulations (GDPR). Avocate will only share your personal information with a third party if required to do so by the Law.

## [Contact Avocate](#)

Data Protection Officer: Sue Leschen, the Director of Avocate

Avocate is registered under Information Commissioner's Office Reg No: ZA403728.

Avocate is also registered as a limited company with Companies House in the UK under Reg No: 13081457.

Avocate endeavours to protect the personal information of all our clients including your:

- names
- email addresses
- postal addresses
- telephone numbers

Avocate collects and processes your data when you:

- contact us to place an order for our services
- use or view our website.

Avocate may also receive your data indirectly from third parties.

Avocate stores your data securely and takes all reasonable precautions to protect it.

Avocate will store your data for at least 6 years.

Avocate will only delete your data securely once we deem it appropriate to do so.

Avocate may send you some information about our services. If you have agreed to receive our marketing you can always opt out at a later date.

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Under the GDPR you have a number of important data protection rights free of charge and these are set out below. You have the right to request Avocate to:

- provide copies of your personal data. We may charge you a small fee for this service.
- correct any information you believe to be inaccurate.
- complete any information you think is incomplete
- erase your personal data in certain circumstances

- restrict the processing of your personal data in certain circumstances
- object to Avocate's processing of your personal data in certain circumstances
- transfer the data that we have collected to another organisation or directly to you in certain circumstances.

We will respond to your requests within one month.

If you would like to exercise any of these rights please contact Avocate via our Contact page.

Avocate's website contains links to other relevant websites.

Avocate's Privacy Policy only applies to our own website. Avocate keeps our Privacy Policy under regular review and will post any updates on this webpage.

If you are unable to resolve a complaint or concern internally with Avocate as regards Avocate's processing of your personal data, you should contact the Information Commissioner's Office at <https://ico.org.uk/>.