

BMP Translations Privacy Policy

This privacy policy will explain how BMP Translations uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

What data do we collect?

BMP Translations collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- Project-specific details (domain, number of words, etc.)

How do we collect your data?

You directly provide BMP Translations with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.

BMP Translations may also receive your data indirectly from the following sources:

- Partner agencies
- Professional bodies

How will we use your data?

BMP Translations collects your data so that we can:

- Process your order and manage your account.
- Email you with special offers on other products and services we think you might like.

If you agree, BMP Translations will share your data with our partner companies so that they may offer you their products and services.

When BMP Translations processes your order, it may send your data to, and also use the resulting information from, credit reference agencies or relevant groups and associations to prevent fraudulent purchases.

How do we store your data?

BMP Translations securely stores your data at the company's registered address and on the company's secured electronic devices.

BMP Translations will keep your project-specific details until payment is received. Once this time period has expired, we will delete your data by erasing all project details from our storage, unless otherwise agreed.

BMP Translations will keep your personal identification information until receipt of written notice to delete your data. Once this written notice has been received, within one month we will delete your data by erasing all identification information from our storage, unless otherwise agreed.

Marketing

BMP Translations would like to send you information about products and services of ours that we think you might like, as well as those of our partner companies.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop BMP Translations from contacting you for marketing purposes or giving your data to partner companies.

If you no longer wish to be contacted for marketing purposes, please [click here](#).

What are your data protection rights?

BMP Translations would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request BMP Translations for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that BMP Translations correct any information you believe is inaccurate. You also have the right to request BMP Translations to complete the information you believe is incomplete.

The right to erasure – You have the right to request that BMP Translations erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that BMP Translations restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to BMP Translations's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that BMP Translations transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: enquiries@bmptranslations.co.uk

Call us at: 01 707 891 441

Or write to us: BMP Translations, 14 Four Acres, Welwyn Garden City, AL7 4NW

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit allaboutcookies.org.

How do we use cookies?

BMP Translations uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – BMP Translations uses these cookies so that we recognize you on our website and remember your previously selected preferences.

These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

- Advertising – BMP Translations uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. BMP Translations sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

The BMP Translations website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

BMP Translations keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 19 March 2020.

How to contact us

If you have any questions about BMP Translations' privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: enquiries@bmptranslations.co.uk

Call us at: 01 707 891 441

Or write to us at: BMP Translations, 14 Four Acres, Welwyn Garden City, AL7 4NW

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that BMP Translations has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Phone: 0303 123 1113

Address: Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF