

## CLIENT INFORMATION ABOUT DATA PRIVACY AND THE STORAGE OF PERSONAL DATA

Since the [General Data Protection Regulation](#) (GDPR) has come into force in Europe in May 2018, businesses are under the obligation to disclose towards users and/or clients to which extent and for which purpose the company collects, processes, and stores personal data of their clients or users.

**Albani translation** handles all client data very carefully and has drawn up this information for her clients and business partners to enhance transparency of data storage.

### 1. Responsibility

**Albani translation** is an owner-managed translation service employing no salaried staff. Therefore, a separate data protection officer need not be appointed. Responsible for data protection within the meaning of GDPR and the national data protection laws of the EU member states is the **owner** of Albani translations:

Angelika Albani	Albani translation
	Am Weichselgarten 6
	91058 Erlangen, GERMANY

Please address all enquiries concerning data privacy in writing to:

Albani translation	
Angelika Albani	
Am Weichselgarten 6	Fax: +49 9131 40 100 72
91058 Erlangen	eMail: <a href="mailto:datenschutz@albani-translation.de">datenschutz@albani-translation.de</a>

### 2. Data processing at Albani translation

#### 2.1. Scope of processing personal data

As a rule, personal data is only processed and saved to the extent required for service performance, i.e. for providing translating and interpreting services. Such data include contact data of the client, e.g. phone no., home or business address, e-mail address, and all personal data which is contained in the text to be translated, furthermore the translation itself and any documents forwarded for interpreting.

The website of **Albani translation** does not use any cookies and it does neither save personal data nor information about access frequencies, origin of access, user URL etc.

This website does not employ any analytics tools to interpret website performance, user experience or user URL. For information as to whether, and to which extent, my website provider does process access data, please refer to the data privacy information published by [GMX](#).

## 2.2. Legal basis and storage time of processed data

The general basis for processing personal data is given in Art. 6.1 and 6.3 of the European [GDPR](#) and the [Bundesdatenschutzgesetz](#) (German Federal Data Protection Act).

**Albani translation** retains personal data only for the time a business relationship with a client or supplier/service provider exists (cf. Art. 6.1 b GDPR) and statutory provisions concerning the service performance, storage and book-keeping obligations of companies do require this ([§ 147 Abgabenordnung - AO](#)). If **Albani translation** is not entrusted with a translation/interpreting assignment, following a service request, all data supplied by the potential client will be deleted after 1 year of the enquiry.

## 2.3. Right of information

When a client makes an enquiry to **Albani translations** to request their services or, has decided to place an order with **Albani translations**, the client agrees to have his/her personal data processed and stored as required. Any further declaration of intent or consent to proceed as described above is not required. Under the General Data Protection Regulation, clients or website users have the right to get informed as to which data has been saved about them. (Art. 15 GDPR). Such enquires must be made in writing to the responsible person as described in Clause 1.

## 2.4. Right to rectification and/or deletion of personal data

Business partners or clients of **Albani translation** are entitled to claim a rectification of inaccurate data saved about them (Art. 16 GDPR) and they may also claim immediate data deletion under Art. 17.1 GDPR if statutory provisions do not prohibit such procedure (cf. Sec. 147 AO and Art. 17.3 b and e GDPR). Such requests and applications shall be made in writing to the person named in Clause 1 or sent by e-mail to [datenschutz@albani-translations.de](mailto:datenschutz@albani-translations.de).

## 2.5. Right to withdrawal of consent given to data processing/storage

At any time, business partners or clients of **Albani translation** have the right to withdraw the storage permission concerning their personal data – which was assumed to be automatically granted within an ongoing business relationship. However, revocation of such permission does not affect the lawfulness of data processing until the date of revocation. Revocation shall only be deemed effective as of the date of mail receipt at **Albani translation**. Revocation shall become effective for future processing of personal data only.

## 2.6. Right of complaint towards a regulatory authority

Notwithstanding any other administrative proceedings or court remedy, business partners, clients, and users of this website are entitled to complain towards a public authority if they believe that processing of their personal data violates any provision in GDPR. Relevant for the local jurisdiction of the regulatory authority is the member state of the business partner's/client's/user's normal abode or the place of the suspected violation.

The federal authority responsible for violations of data privacy in Germany is

**Der Bundesbeauftragte für den Datenschutz und die Informationsfreiheit**

(the Federal Commissioner for Data Protection and Freedom of Information)

Graurheindorfer Str. 153  
53117 Bonn

Phone: +49 (0)228 99 77 99-0

eMail: [poststelle@bfdi.bund.de](mailto:poststelle@bfdi.bund.de)

Telefax: +49 (0)228 99 77 99-5550

Homepage: <https://www.bfdi.bund.de>

The responsible state authority for violations of data privacy in Bavaria is

**Der Bayerische Landesbeauftragte für den Datenschutz**

(the Bavarian Data Protection Commissioner)

[Dr. Thomas Petri](#)

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Erlangen, July 2024