

General Data Protection Regulations – Consent Form for Freelancers

Dear Partner,

In May 2018 the law changes about how companies record, store and use individuals' personal data. Currently the Data Protection act cover how this is managed, but this new GDPR law means we have to change some of our working practices.

As a company we need to collect and hold data about you to enable us to process your application/registration for freelance translation projects. The GDPR laws places a further (and new) obligation for employers to tell their freelancers or applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

Your consent is requested

We would like your consent to hold personal and special data about you in order that we can process your application/registration as freelance translator.

The data we wish to obtain and hold (a range of examples provided, but not limited to)

| | Type of data | Why we wish to hold it | How long it will be kept for |
|---|---|---|---|
| 1 | Contact data your title, full name, email address, phone number | This will allow us to contact you in case we wish to include you in one of our translation projects | Your data will be stored for the duration of your active working relationship with CET Translations, and for seven years thereafter for auditing and insurance purposes. If you have applied to or registered with CET Translations but not worked with us yet, your data will be stored for seven years starting with your application/registration. |
| 2 | Qualification data native language, other languages you speak, specialist areas of expertise and knowledge, a copy of your CV and cover letter, a copy of your diplomas, details of your work history with CET Translations, your references | This will allow us to make a decision on your suitability for a certain translation project. | Your data will be stored for the duration of your active working relationship with CET Translations, and for seven years thereafter for auditing and insurance purposes. If you have applied to or registered with CET Translations but not worked with us yet, your data will be stored for seven years starting with your application/registration. |
| 3 | Contractual data and banking data The Non Disclosure Agreement (NDA) you signed with us; other contractual agreements you signed with us. Banking data such as your account number, the name of the account holder and the name of your bank | NDA's are required in order to ensure confidentiality regarding client matters and CET Translations matters. Contracts might be necessary to govern our relationship. Banking data would allow us to make payments to you for a certain translation project. | Your data will be stored for the duration of your active working relationship with CET Translations, and for seven years thereafter for auditing and insurance purposes. If you have applied to or registered with CET Translations but not worked with us yet, your data will be stored for seven years starting with your application/registration. |

Agreement to use my data

I hereby freely give C.E.T. Central European Translations GmbH (located Magnusstraße 18a, 50672 Köln, Germany), CET Central European Translations SRL (located Bd.Dimitrie Cantemir, nr.1, Bl. B2, sc 3, et. 8, cam. 806-807, RO-040231 Bucharest, Romania) and CET Translations Fordító Kft (located Hold utca 6. II/4/B., H-1054 Budapest, Hungary) consent to use and process my personal data relating to my application/registration as freelance translator.

In giving my consent:

I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).

I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.

I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed.

Name:

Signature:

Date: