



## TRANSPARENCY STATEMENT

in compliance with (EU) Regulation 2016/679 of the European Parliament and Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC) (General Data Protection Regulation)

1. The identity and contact details of the controller responsible for processing are: Michaël Rousseau, Rue des Abreuvoirs 18, 5600 Merlemont, Belgium, [info@rousseau-translations.com](mailto:info@rousseau-translations.com).
2. Providing personal data is necessary in the context of performing the translation contract concluded or to be concluded between Rousseau Translations and the person concerned. For the purpose of invoicing, the obligation to provide personal information arises moreover from the legal obligation imposed on the controller responsible for processing. The provision of personal data is thus a necessary condition for performing the contract or for respecting this legal obligation. If the person concerned does not provide the required personal information, the above-mentioned contract may not be enforceable.
3. The personal data of the person concerned come from the principal.
4. The personal data of the person concerned may be shared with third parties / sub-contractors with whom binding contracts have been concluded, which provide appropriate or customised guarantees that the personal data of the person concerned will be processed in compliance with the requirements of the general regulation on the protection of personal data and that the protection of the rights of the person concerned are assured.
5. The personal data of the person concerned may be conveyed to recipients in a third country with whom binding contracts have been concluded, which provide appropriate or customised guarantees that the personal data of the person concerned will be processed in compliance with the requirements of the general regulation on the protection of personal data and that the protection of the rights of the person concerned are assured.
6. Personal data will be kept for as long as these are required for the purpose for which they were collected and processed.
7. The person concerned has the right to ask the controller to access his/her personal data, to correct it or to erase it, or to limit the processing related to the person concerned. He/She also has the right to object to the processing and the right to data portability.
8. When consent is required for the processing, the person concerned has the right to withdraw his/her consent at any time, without derogating from the legality of the processing founded on consent given before he/she withdrew it.
9. The person concerned has the right to lodge a complaint with the Commission for the Protection of Private Life, 35 rue de la Presse, 1000 Brussels, tel. 02/274 48 00, e-mail: [commission\(at\)privacycommission.be](mailto:commission(at)privacycommission.be)