



Legal & Sworn Privacy Policy

Legal & Sworn is a language services business owned by **Rebeca Encinas Manchado** (Spanish ID no. 16812882-C), who is duly registered in Spain to trade as self-employed. This privacy policy will explain how Legal & Sworn uses the personal data collected from you when you use my website.

What data is collected?

Legal & Sworn collects the following data:

- Personal identification information (name, email address, phone number, etc.)
- Personal information contained in the documents sent for translation (bank details, academic records, health records, etc.)

How is your data collected?

You directly provide Legal & Sworn with most of the data we collect. We collect and process data when you:

- Place an order for any of our services.
- Voluntarily provide feedback on Facebook, LinkedIn or ProZ.
- Use or view our website via your browser's cookies.

Legal & Sworn may also receive your data indirectly from the following sources:

- Your legal representative or office handling your documents.

How will your data be used?

Legal & Sworn collects your data to:

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

How is your data stored?

Legal & Sworn securely stores your data at a local encrypted drive, backed up regularly using a password-protected cloud service.

Legal & Sworn will keep your data indefinitely, unless you request that your data is deleted. Your data is only kept for reference purposes should we work together in the future.

Marketing

Legal & Sworn would like to send you information about services of ours that we think you might like. If you no longer wish to be contacted for marketing purposes, please e-mail rebeca@legalandsworn.com indicating you wish to “opt out”.

What are your data protection rights?

Legal & Sworn 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 Legal & Sworn for copies of your personal data.

The right to rectification - You have the right to request that Legal & Sworn corrects any information you believe is inaccurate or incomplete.

The right to erasure - You have the right to request that Legal & Sworn erases your personal data, under certain conditions.

The right to restrict processing - You have the right to request that Legal & Sworn restricts the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to Legal & Sworn's processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that Legal & Sworn 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: rebeca@legalandsworn.com

What are 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?

Legal & Sworn 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 – Legal & Sworn 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 – Legal & Sworn 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. Legal & Sworn 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 Legal & Sworn 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

Legal & Sworn keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 11 June 2022.

How to contact Legal & Sworn

If you have any questions about Legal & Sworn's 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: rebeca@legalandsworn.com

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Legal & Sworn has not addressed your concern in a satisfactory manner, you may contact the [Agencia Española de Protección de Datos](#) (the Spanish Agency of Data Protection).