



External data protection policy

1. Preamble

The Univoice translation company is committed to providing freelance translators with the highest level of security in the protection of personal data. Personal information is treated with complete transparency in order to serve the relationship of trust established between Univoice and the freelance translator.

2. How does Univoice collect data from freelance translators?

Univoice collects personal data from you on several occasions:

- when a freelance translator applies to join the Univoice translator database
- when a freelance translator is contacted directly by a Univoice staff member to participate in a specific project, the details of which will be communicated to the translator.

3. Data collected by Univoice

The data collected and processed by Univoice relates to the following categories of data:

- identification data (e.g., last name, first name, e-mail address, telephone number)
- date of graduation in translation (or equivalent) and years of experience
- languages mastered by the translator
- translation domains (medical, legal, marketing...)
- a CV or a document proving translation references.

In the event that a service is concluded between Univoice and the freelance translator, further personal information will be requested in order to draw up an order form and an invoice:

- business address
- SIRET number of the freelance translator (or equivalent depending on the country)
- financial data (IBAN and BIC for bank transfer from Univoice to pay for the translator's services).



4. The use of the data by Univoice

Personal data is only used by Univoice if this use is based on one of the legal grounds listed below:

- protection of the legitimate interests of Univoice
- compliance with a legal obligation incumbent on Univoice
- execution of a concluded contract or pre-contractual measures taken at the request of the data subject
- preservation of the public interest
- safeguarding the vital interests of the person concerned by the data processing
- consent given by the person concerned by the data processing.

Freelance translator data is used by Univoice for several purposes, including:

- updating the database of freelance translators for language combinations and/or domains that cannot be translated by Univoice's internal translators.

5. The recipients of the personal data used by Univoice

Your data is intended for Univoice's services, as well as for its subcontracting service providers whose categories of activities are, in particular, the following:

- Univoice's IT security providers
- Univoice's direct clients wishing to validate a translator's profile
- banking institutions involved in payment flows
- duly authorised administrations for social and fiscal declarations.

It should be noted that Univoice makes every effort to ensure that each of its service providers presents sufficient technical and organisational guarantees in terms of personal data protection.

6. Storage of personal data

The personal data of freelance translators is stored on Univoice's servers and those of its service providers, located in France. No data is sent or stored by Univoice outside of the European Union.

7. Retention of personal data of freelance translators

All your personal data is kept in accordance with the regulations in force. This retention period varies according to the nature of the data, the purpose for which the data is processed, and the legal and regulatory principles to which the data is

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112 avenue de Paris, 94300 Vincennes, France

SIRET: 48111842000068



subject. For example, information concerning a freelance translator who has not worked with Univoice for 2 years will be automatically deleted.

In addition to the data retention period, Univoice pays particular attention to minimizing data collection: only suitable and relevant data is collected.

8. Security associated with the processing of your personal data

Univoice pays particular attention to the security of your personal data. In this context, it implements technical and organisational measures. Univoice will notify the CNIL of any violation of your personal data and will inform you in the event that this violation presents a risk to your rights and freedoms.

9. Your rights with respect to your personal data

In accordance with the applicable data protection regulations, you have the following rights with regard to your data:

- a right of access to the information concerning you, the associated processing, and the characteristics of this information
- a right of rectification with the possibility to complete and update your personal data
- a right to portability in order to transmit your data to a third party when technically possible, it being specified that this right is only applicable to data that you have provided directly to us
- a right to determine the fate of your data in the event of your death
- a right to the deletion of your information
- a right to limit the processing that relates to you
- a right to object to the processing of your data
- a right to withdraw consent for the use of your data, where processing is based on your consent.

Univoice reserves the right, in certain exceptional cases, not to comply with requests to exercise the right to erasure, limitation, opposition or withdrawal of consent:

- when the law requires Univoice to carry out the treatment
- when required to meet contractual obligations
- in order to respond to a matter of public interest or defend a legitimate interest of Univoice.

In addition, and in cases where a request would be manifestly unfounded or excessive, including because of the repetitive nature of the request, Univoice reserves the right to:

- refuse to act on such requests

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- require payment of reasonable fees, including administrative costs incurred in providing the information, making the disclosures, or taking the actions requested.

10. Exercising your rights

To exercise your rights, you can send a request with a copy of your identity card:

- by post to the address: Univoice SARL, 112 avenue de Paris, 94000 Vincennes
- by e-mail to the data controller: srivoire@univoice.fr

You will receive a response within one month, except in the case of a complex request or a large number of requests (deadline extended to 3 months).

If you are dissatisfied with the response provided by Univoice, you may file a complaint with the CNIL (Commission Nationale de l'Informatique et des Libertés): www.cnil.fr; 3 Place de Fontenoy - TSA 80715 - 75334 PARIS CEDEX 07.