



PRIVACY POLICY

Last updated: **28 May 2025**

Welcome to Alejandra Baccino (“we”, “us”, or “our”). We respect your privacy and are committed to protecting your personal data. This privacy policy explains how we collect, use, and store your information when you use our website, which offers linguistic services and is registered in Greece, in compliance with the European Union’s General Data Protection Regulation (GDPR).

Definitions and Interpretation

1. In this privacy policy, the following definitions are used:

Data	Collectively, all information that you submit to Alejandra Baccino via the Website. This definition incorporates, where applicable, the definitions provided in Data Protection Laws.
Data Protection Laws	Any applicable law relating to the processing of personal Data, including but not limited to the GDPR, and any national implementing and supplementary laws, regulations, and secondary legislation.
GDPR	The EU General Data Protection Regulation.
Alejandra Baccino, we, us, or our	Alejandra Baccino, a company incorporated in Greece with registered number EL176459234, whose registered office is at Empedokleous 40, Athens, 11632;
User or You	any third party that accesses the Website and is not employed by Alejandra Baccino and acting in the course of their employment.
Website	The website that you are currently using, www.alejandrabaccino.com , and any sub-domains of this site, unless expressly excluded by their own terms and conditions.

2. In this privacy policy, unless the context requires a different interpretation:

- a. The singular includes the plural and vice versa.
- b. References to sub-clauses, clauses, schedules, or appendices are to sub-clauses, clauses, schedules, or appendices of this privacy policy.
- c. A reference to a person includes firms, companies, government entities, trusts, and partnerships.
- d. “including” is understood to mean “including without limitation.”
- e. Reference to any statutory provision includes any modification or amendment of it.
- f. The headings and sub-headings do not form part of this privacy policy.

Scope of this Privacy Policy

3. This privacy policy applies only to the actions of Alejandra Baccino and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website, including, but not limited to, any links we may provide to social media websites.

4. For purposes of the applicable Data Protection Laws, Alejandra Baccino is the “data controller”. This means that Alejandra Baccino determines the purposes for which, and how, your Data is processed.



Data We Collect

5. We may collect the following Data:

- a. Personal data you provide through contact forms, including your name, email address, and phone number.
- b. Files you submit for translation purposes.
- c. Information related to invoicing, including billing details and contact information.

Data that is Collected Automatically

6. To the extent that you access the Website, we will collect your Data automatically, for example:

- a. We automatically collect some information about your visit to the Website. This information helps us make improvements to Our Website content and navigation, and includes your IP address, the date, time, and frequency with which you access the website, as well as how you use and interact with its content.

Legal Basis for Processing Your Data

7. We process your personal data based on the following legal grounds:

- a. Your consent when you provide personal data via our contact forms.
- b. Performance of a contract or pre-contractual actions related to our linguistic services, such as providing quotes or responding to queries.
- c. Our legitimate interest in maintaining and improving our website and services, including the use of cookies.

Cookies

8. We use cookies to improve your browsing experience and site functionality. Cookies are small files stored on your device that help us analyze website traffic and enhance user experience. Types of cookies used include:

- a. Session cookies to keep you logged in during your visit.
- b. Analytical cookies to monitor website performance.

9. You can control or disable cookies through your browser settings, but this may limit some features of the website.

How We Use Your Data

10. To respond to your inquiries submitted via contact forms.
11. To process translation files and deliver requested services.
12. To issue invoices and comply with legal accounting obligations.
13. To improve our website and services based on cookie analytics.

Data Retention

14. Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy or until you request that the Data be deleted.
15. Even if we delete your Data, it may persist on backup or archival media for legal, tax, or regulatory purposes.
16. Files and invoicing information are retained for the duration required by Greek tax and accounting laws (typically 5-10 years).



Data Storage and Security

17. We store your data securely, implementing appropriate technical and organizational measures to protect it from unauthorized access, loss, or alteration.

Data Sharing and International Transfers

18. Data that we collect from you may be stored and processed in and transferred to countries outside of the UK and the European Economic Area (EEA). For example, this could occur if our servers are located in a country outside the UK or the EEA, or if one of our service providers is situated in a country outside the UK or the EEA.
19. We will only transfer Data outside the UK or EEA where it is compliant with data protection legislation and the means of transfer provides adequate safeguards in relation to your data, e.g., by way of a data transfer agreement, incorporating the current standard contractual clauses adopted by the European Commission.
20. To ensure that your Data receives an adequate level of protection, we have put in place appropriate safeguards and procedures with the third parties we share your Data with. This ensures your Data is treated by those third parties in a way that is consistent with the Data Protection Laws.

Your Rights Under GDPR

21. You have the right to:
 - a. Access your personal data.
 - b. Request correction or deletion of inaccurate or incomplete data.
 - c. Request restriction or objection to data processing.
 - d. Data portability
 - e. To object to our use of Data
 - f. Withdraw consent at any time, without affecting the legality of prior processing.
22. To exercise your rights or for any privacy questions, please contact us at: info@alejandrabaccino.com
23. If you are not satisfied with the way a complaint you make in relation to your Data is handled by us, you may be able to lodge a complaint with the Hellenic Data Protection Authority (HDPa) or other supervisory authority.

Links to Other Websites

24. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

Changes to This Policy

25. We may update this privacy policy occasionally. Updates will be posted here with an updated date.