

APPENDIX 3 - ASSOCIATE GDPR STATEMENT

We take very seriously, our responsibility to protect information, and we hope by return, you take every effort to protect any information you receive from us.

Under UK GDPR regulations, each of you have the right to have files removed and returned to you should you choose to not work with Accentua and also access to view your personal file.

What Accentua does with your information

For your reference, your file contains the following, all of which has been directly supplied by you: -

1. Either or both of your personal or business name and address, telephone number, and email as appropriate
2. In some cases, TAX/VAT/BTV details
3. In some cases, company registration numbers
4. In some cases, your CV and other professional references
5. Either or both your personal or business banking details as appropriate
6. Your engagement contract details – i.e. the completed Accentua Welcome Pack & Appendices, which details 1-5 above
7. Quality review notes
8. Any other communication relative to the above items

The above information is currently accessible by some or all of the following Accentua personnel for the purpose of engagement of your services to allocate work and payment thereof.

In the instance of your banking details, these are shared with our Finance department only for invoice payments and are also held by the appropriate banking routes as recipient data, i.e. Lloyds Bank for UK payments who are also GDPR compliant

If you would like us to remove any other data, have any concerns re the security of your data or wish to see your file at any point, please contact hayley.obrien@accentuagroup.com

What we need you to agree in processing our data

Accentua have an obligation on behalf of our clients and personnel to ensure that everyone we engage with is aware of the impact re loss and protection of data, especially considering the nature and confidentiality of many of the items we translate. We expect all Associates (whether based in the EU, or outside of the EU) to please take care when handling (personal or sensitive) data on behalf of Accentua as our GDPR compliancy may be affected if the parties we engage with (for whatever reason) cannot adhere to the GDPR regulations.

We therefore ask the following of our Associates (Freelancers and Agencies):

1. Please be mindful when handling data on behalf of Accentua,
 - and refrain from discussing the nature of the content with any other party
 - consider where you are storing the documents/files and be sure that no other party can access them in any circumstances if you need to download a file to work on it, please ensure that it is onto an encrypted hard drive

2. Delete and return any project-related communication, documents, etc. from your email account, (local) hard drive, back up drives and cloud immediately upon return of the translated file to Accentua.
3. Please confirm the above deletion if requested to do so by an Accentua PM.
4. Make sure that your computer system is up to date with operating system updates deployed, strong password protected or fingerprint locked with 2FA (two factor authentication), has the latest firewalls and anti-virus software installed and enabled.
5. While translating, save and store any project-related documents in a secure and safe environment, such as a cloud-based platform, rather than storing data locally on your computer or external hard drive.
 - a. Please note if you are using a cloud-based storage to store files while working on them, these need to be encrypted to ISO standards 2048SHA encryption levels while in transit and at rest on the server (i.e. as per the Microsoft servers if using Office 365)
 - b. The use of public cloud servers i.e. Google, drop box are not permitted for use for Accentua files
6. Inform Accentua immediately in case your computer has been hacked into, accounts have been hacked or spoofed, or any other type of security breach, that may also compromise Accentua's security (i.e. document security, system security, etc.).

We politely request, by return, that you confirm you have read and understood your responsibility and the information above so that we may continue to allocate work to you, by signing the following statement:

I understand and agree to fulfil my obligations in terms of keeping safe and securing all confidential data as supplied by Accentua in order to translate received files and to save all data received from Accentua, including both client and Accentua personnel, following the guidelines as detailed below **(Please indicate Yes or No or I do or I do not by deleting the appropriate term):**

- a) Use of a separate drive to my laptop or main PC for back up **Yes / No**
- b) All drives used for storage are encrypted if local **Yes/No**
- c) All cloud-based drives are not in a public domain **Yes /No** (if NO please provide details)
- d) The PC or laptop used to process Accentua projects are password protected with a strong password/ fingerprint /2FA **Yes / No**
- e) The above PC/Laptop are protected with industry recognized anti-virus software **Yes/No**
- f) The appropriate operating system software updates are implemented to prevent unauthorized access **Yes / No**
- g) The operating system used is Microsoft Win 10 and Office 365 for encrypted mail and cloud back up **Yes / No** (If you have answered No please confirm which and its ability to encrypt mail)
- h) I do not use a public domain mail carrier to send and receive Accentua emails and file attachments i.e. Yahoo, AOL, **I do/I do not**
- i) I will ensure file deletion in line with the above **Yes/No**
- j) I would be willing to adopt Accentua email environment and or bespoke environment by which to translate files in the cloud for all Accentua work **Yes/No**

- k) I agree for Accentua to process my data as detailed above to continue to support of the business relationship **Yes/No**
- l) I authorize Accentua to use and or share my contact details as necessary internally within Accentua or externally with Accentua Clients, for the purpose of translation support **Yes/No**



Position: _____

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Registered Company Number: 8354811
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