

## Privacy Policy

I am a registered sole trader operating as Jenny Warren / Warren Proofreading.

This policy describes how I protect and make use of the information you give me when you use this website or any of my services.

If you are asked to provide information, it will only be used in ways stated in this policy.

This privacy policy was last updated on 19 February 2020.

### Introduction

I gather and use certain information about individuals so that I can:

- provide information
- respond to requests
- enable certain functions on this website
- gain a better understand how visitors use this website
- provide a service as requested by the individual or organisation

### The data I collect

I collect the following minimal information:

- name
- contact postal address
- email address
- telephone number
- information pertinent to your enquiry that you choose to provide (e.g. word count, nature of project)
- Data files and manuscripts provided by you for the specific work project

### How I use this data

The data I collect is used as follows:

- For my internal accounting processes, and so that I am compliant with my tax authority (HMRC) should it request an audit.
- I will include a name and address on my invoice. I will ask for this information once a client has agreed to proceed with my service, and then for fulfilling my tax obligations.
- That information will be stored in my email system and on the invoice in my digital filing system (on my password-protected laptop and on password-secured cloud storage). I have to keep that information for six tax years, but if after that time a client wishes for me to delete all emails and invoices from my files, I will do this – the client needs to send me an email to request this.

### Cookies and how I use them

A cookie is a small file placed on your computer's hard drive. It enables my website to identify your computer as you view different pages on my website.

The only way in which I may use cookies is for web analytics, specifically Google Analytics



Cookies do not provide me with access to your computer or any information about you other than that which you elect to share with me.

You can use your web browser's cookie settings to determine how my website uses cookies. If you do not want my website to store cookies on your computer or device, you can amend your settings. Please note that this may affect how my website functions, and some pages may become unavailable to you.

To learn more about cookies, visit [All About Cookies](#).

### **How I collect data and how you can control it**

I collect minimal information provide by you:

- From the contact form on my website (via Wix)
- Email correspondence and attachments
- Collected via a phone conversation, text message or any other messaging service eg Facebook or LinkedIn

I will never lease, distribute or sell your information to third parties unless you give me written permission to do so, or I am required to do so by law.

I will never use this data for marketing or promotion purposes without getting your permission in writing first (for example, to publish your testimonial for me on my website).

### **Data storage**

The minimal information I collect is held on the following:

- Wix. This is my website host. It is password protected and has SSL-certification (https) to provide an additional layer of security.
- All other information will be stored in my email system and in my digital filing system (on my password-protected laptop, password-protected hard drive and on password-secured cloud storage).

### **Links to other websites**

My website may contain links to other sites. I have no control over data other than on warrenproofreading.co.uk. If you provide information to other websites I am not responsible for its protection or privacy. Always be wary of what information you provide to other websites.

### **Contact me**

If you have any questions, you are welcome to email me at [jenny@warrenproofreading.co.uk](mailto:jenny@warrenproofreading.co.uk) or write to me at Jenny Warren, Plas Du, Talysarn, Gwynedd. LL54 6AY

If you need assistance on creating your own GDPR-compliant privacy policy the [ICO](#) offers guidance.

