shorobin@pre-publishingservices.co.uk
pre-publishingservices.co.uk

Pre-publishing Services

Privacy Policy

I am a registered sole trader operating as Samantha Horobin, freelance copyeditor and proofreader, for Pre-publishing Services. I offer copyediting and proofreading services to publishers, authors, students, academics, and business professionals.

This policy describes how I protect and make use of the information you give me.

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

Why do I collect data from you?

I gather and use certain information about you to:

- respond to your requests for information (e.g. my availability or a quote for editorial services)
- allow you to register for a special offer
- allow you to register for a quarterly newsletter
- allow me to contact you while an editing project is ongoing
- enable certain functions on this website
- better understand how visitors use this website

What information do I collect from you?

I collect the following minimal information:

- name
- contact postal address
- email address
- information pertinent to your enquiry (e.g. word count, nature of project, whether you're an author or an editor)
- I use Facebook Pixel to help me understand how visitors use my site. The program places a cookie on your computer to monitor the pages you visit and the links you follow (if your computer allows cookies to be placed).

How do I use this data?

The data I collect is used as follows:

- For my internal accounting processes (e.g. so I can invoice you) and so that I am compliant with my tax authority (HMRC) should it request an audit.
- To contact you in response to your enquiry, order, quote, special offer or booking.
- To record your agreement to the terms and conditions of my editorial services.

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), or unless you have signed up to be notified about a specific offer or receive the quarterly newsletter.

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13 Stable Court, Dunbar
East Lothian, EH42 1JG

How do I use cookies?

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.

Web analytics

- Google Analytics: To read Google's privacy statement and how you can request that I remove your information from my analytics data, see Google's data privacy policies, approach, and its data processing terms.

How do I collect your personal data?

I collect and store minimal information via the following forms:

- Contact form (via GoDaddy)
- Proposal form
- Booking confirmation form
- Author's style preferences form
- Newsletter sign-up (via GoDaddy)
- Email (via GoDaddy)

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.

You can ask me to remove your data from GoDaddy at any time.

How do I store your personal data?

The minimal information I collect is stored on the following data servers:

- GoDaddy. This is my website host. It is password-protected and has SSL certification (https) to provide an additional layer of security. You can access Weebly's privacy policy here.
- Outlook. This is the password-protected server I use to communicate via email.

How long do I keep your data for?

Because many of my customers and clients work with me more than once, I do not delete data unless specifically requested to do so.

- HMRC requires me to keep records for 'at least 5 years after the 31 January submission deadline of the relevant tax year'.
- Please ask if you want me to delete or amend your records. As long as I'm complying with HMRC's legal requirements, I'll action your request immediately.

With whom is your data shared?

No one, unless you request that I do so in writing, or HMRC elects to audit my business.

Contact me

If you have any questions or requests for modification or removal of your data, you are welcome to email me at shorobin@pre-publishingservices.co.uk or write to me at:

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