

Privacy Notice

Paula Davies Proofreader and Copy-Editor

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I, Paula Davies, am registered as a sole-trader, operating as *Paula Davies Proofreader and Copy-Editor*. I provide proofreading and copy-editing services to clients.

As a legal requirement within the EU General Data Protection Regulations (effective 25 May 2018), this document outlines the data I request, use and store to enable me to deliver services to clients.

Why do I need data?

If a client contacts me about a project, I will use the personal data (name and email address) provided for ongoing correspondence relating to the project. I will ask the client to provide any relevant files to enable me to provide the agreed service.

I will also request the client's business address for invoicing.

I only collect the data needed to enable me to provide the required service and to fulfil my UK tax law obligations.

How do I collect data?

Clients provide personal data (name and email address) to me when making an enquiry regarding a project. This is usually provided digitally (via email or a website contact form) but could also be provided on the phone or on a business card.

During a project, clients will sometimes provide me with personal data (name, email address, phone number) of colleagues or associates and ask me to make contact. I will ask clients to ensure they have agreement from the colleague/associate to pass their personal data to me and to provide only the information required for me to carry out the required task. This data will be used and stored as described within this Privacy Notice.

Subsequently, I will request address details from clients prior to submitting an invoice for the work completed.

How will I use data?

I will use a client's personal data (name and email address) for ongoing email correspondence relating to the project agreed. For email correspondence, I use a desktop computer, laptop and smartphone – all of which are password protected. I would also like to use a client's email address to notify them of forthcoming annual leave / busy periods to

facilitate planning.

I will use the files provided to complete the work agreed.

If a client has provided a testimonial for my website (with name, job title and company name), I will include the details provided. The client can ask me to remove and delete this testimonial from my website at any time.

No third parties have access to the data I store and I do not share this data with anyone, unless requested to do so by HMRC.

How do I store the data?

I store emails in my password-protected email account.

I store files on my password-protected desktop computer and a password protected external hard drive.

How long will I keep the data?

I am required under UK tax law to keep invoices and basic personal data (name and address contact details) related to that work for six tax years.

I also retain project files, including all email correspondence relating to projects, for at least six tax years. If a client would like me to delete the files provided to me at the end of the project, then this can be requested and will be actioned.

Updating/deleting data

If a client thinks the data I hold about them is incorrect, has any concerns with what is outlined within this Privacy Notice, would like me to treat their data differently from what is outlined or would like me to delete their data, I encourage them to get in touch to discuss at their earliest convenience.

How to complain

If you have any concerns about my use of your personal information, you can make a complaint to me at pauladaviesproofreader@gmail.com.

You can also complain to the ICO if you are unhappy with how I have used your data. The ICO's address:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow

Cheshire SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>