

Lucid Editing – Privacy Policy

Lucid Editing respects your privacy and is committed to protecting your personal information. This Privacy Policy explains how your information is collected, used, stored, and protected when you visit this website or engage Lucid Editing's services.

1. Personal Information We Collect

Lucid Editing may collect personal information including:

- Your name.
- Email address.
- Contact details.
- Documents or materials you provide for editing.
- Any information you submit via contact forms, email, or booking enquiries.

You may choose not to provide certain information; however, this may limit the services that can be provided.

2. How Your Information Is Collected

Personal information is collected when you:

- Submit a contact or enquiry form.
 - Email Lucid Editing.
 - Request a quote or engage services.
 - Provide documents for editing.
 - Interact with this website.
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3. How Your Information Is Used

Your personal information is used only for legitimate business purposes, including to:

- Respond to enquiries.
- Provide editing services.
- Communicate about your project.
- Issue quotes, invoices, or receipts.
- Meet legal or regulatory requirements.

Your information is **not** used for marketing unrelated to Lucid Editing services.

4. Confidentiality of Documents

All documents and materials provided for editing are treated as confidential.

Your content:

- Is accessed only for the purpose of providing editing services.
- Is not shared with third parties without your consent.
- Is not published or disclosed unless required by law.

5. Artificial Intelligence and Client Materials

Lucid Editing respects the confidentiality and intellectual property of all client work. Client manuscripts and related materials are not uploaded to, processed through, or stored within generative artificial intelligence systems.

All documents are handled securely and reviewed directly by the Editor to ensure privacy, discretion, and the protection of author rights.

6. Storage and Security

Lucid Editing takes reasonable steps to protect your personal information from misuse, loss, unauthorised access, or disclosure.

Information may be stored electronically using secure devices and reputable service providers. Access is limited to what is necessary to deliver services.

7. Disclosure of Personal Information

Your personal information is not sold or rented.

Information may be disclosed only:

- With your consent.
 - to trusted service providers where necessary to deliver services (e.g. invoicing or Hosting platforms).
 - Where required by law.
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8. Access and Correction

You may request access to the personal information held about you, or request corrections if the information is inaccurate, by contacting Lucid Editing using the details below.

9. Website Analytics and Cookies

This website may use basic analytics or cookies to understand website usage and improve functionality. These tools do not identify you personally.

You can disable cookies in your browser settings if you prefer.

10. Changes to This Policy

This Privacy Policy may be updated from time to time. The current version will always be published on this website.

11. Contact

If you have questions about this Privacy Policy or how your information is handled, please contact:

Lucid Editing

Email: ange@lucidediting.com.au

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