

Privacy notice: Ascribe Editing

Ascribe Editing is the trading name of Johanna Robinson. I carry out proofreading and editing services for a range of clients in many jurisdictions.

In this privacy notice, you will find out how I deal with and protect the information you provide to me.

I will not request information from you other than within the terms of this privacy notice.

This notice was last updated on 24 May 2018.

Who are we?

I am a sole trader and therefore no other person will have access to your personal data in relation to the editing services I provide, other than with your written consent.

What information do we collect?

I do not hold the personal data of clients or potential clients in a database, nor do I collect or process such information for the purposes of mailing lists.

The only information I will hold about you is contact details provided by you (e.g. email addresses, telephone numbers, physical addresses) and any information you may provide me with during the course of an editing project, as commissioned by you, or in the course of negotiating the terms of a project.

Any such information will be collected by way of email, telephone conversations, text message, social media messaging, or my website contact form. My website is hosted by MrSite.com and I access my emails via a password-protected server at MrSite.com, and its privacy policy can be found [here](#). On Tuesday 29th May 2018 MrSite will merge with Tshohost, and its privacy policy can be found [here](#).

I also access emails via an alternative Yahoo email address. The Yahoo privacy policy can be found [here](#).

I do not pass on any information to third parties, but if this were to change, I would first obtain your consent. Sometimes I may refer or recommend a colleague or a service; however, I will always obtain your consent before passing on your contact details to them.

How do we use personal information?

I will use the data only for the purposes of contacting you in relation to the editing project for which I have been commissioned, and for my internal accounting processes in order that I am compliant with the government tax authorities.

I may keep a record of your data for as long as reasonably required and/or required by HMRC (currently 5 years after the 1st January submission date of the relevant tax year).

By providing me with your contact details and personal data at any time, you consent to me keeping those details for the purposes described above.

If at any time you wish to request details of the personal data I hold in relation to you, or if you wish me to delete any personal data (or sensitive data, if the nature of the project includes this) and withdraw your consent to my holding such data, please contact me in one of the following ways:

Email:

johanna@ascribe-editing.co.uk
ascribe_editing@yahoo.co.uk

Website contact form at www.ascribe-editing.co.uk

Telephone: 07773601859

Please note, I may require confirmation of identity in relation to such requests.

When do we share personal data/How do we secure personal data/Where do we store and process personal data?

I will keep your personal data confidential.

My hardware (e.g. PC, laptop, mobile phone) are password protected, as are any cloud-storage services I use to store files. I currently store files using the cloud-storage service [Dropbox](#), which is password protected by two-factor authentication. Dropbox is based in the USA but is protected by the [EU-US Privacy Shield](#).

My mobile phone data can be remotely deleted in the case of theft or loss.

My Yahoo and web-based emails are password protected by two-factor authentication. My MS Outlook emails are held on a password-protected PC.

I accept payments via PayPal and this is also password protected by two-factor authentication. PayPal's privacy statement can be found [here](#).

If a file is too big to send via email, or if I choose to do so, I may use a file transfer service, currently WeTransfer, to send the file(s). WeTransfer's privacy statement can be found [here](#).

Your rights in relation to personal data

Under the GDPR, data subjects have rights to access and control their personal data. For further information on GDPR or to lodge a complaint please visit the Information Commissioner's Office at www.ico.org.uk

Use of cookies

A cookie is a small piece of information that stays on your computer's hard drive. The only data I collect in relation to cookies is to make use of the [Google Analytics](#) service. Cookies do not provide me with any personal information. You can amend your browser's web settings to restrict use of cookies, although this might affect your use of the website. Google's privacy policy can be found [here](#).

Linking to other websites/third party content

If I link to a third party website or to third party content on my own website or via email or social media, this does not constitute endorsement, nor do I accept any responsibility for such content or information contained within any linked website.