

# Justine Cunningham Proofreader – Privacy Policy

## My contact details

Name: Justine Cunningham trading as 'Justine Cunningham Proofreader'

Address: Market Harborough, Leicestershire

Phone Number: 07792 479858

E-mail: [justine@justinecunninghamproofreader.com](mailto:justine@justinecunninghamproofreader.com)

Date privacy policy updated: 19/04/2021

## The type of information I collect

I currently collect and process the following information:

- Client name, contact address and email address
- Information pertinent to your enquiry (e.g. word count, nature of project, extract from your manuscript, synopsis, whether you're an author or an editor)
- Full manuscript to enable agreed editing work

## How I get the personal information and why I have it

Most of the personal information I process is provided to me directly by you for one of the following reasons:

- Completed contract (Signed Justine Cunningham Proofreader terms and conditions and/or email confirmation) as proof of agreed work and for invoicing purposes
- Email, video call and telephone call to better understand your editing requirements and for communication throughout the agreed project
- My website uses Weebly's platform ([www.justinecunninghamproofreader.com](http://www.justinecunninghamproofreader.com)) and uses cookies for the following: to provide a personalised user experience; monitor and analyse the performance, operation and effectiveness of Weebly's platform; and ensure that Weebly's platform is secure and safe to use. (You should see a pop-up on my website that gives you the opportunity to accept or decline non-essential cookies. However, if you prefer to decline the cookies, this could inhibit how you view my website.)

I use the above information that you have given me in order to:

- Communicate with you via a desktop computer, laptop, iPad and smartphone. All of which are password protected

I only share this information with employees of Justine Cunningham Proofreader and not with any third party.

Under the General Data Protection Regulation (GDPR), the lawful bases I rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Justine Cunningham at Justine Cunningham Proofreader via [justine@justinecunninghamproofreader.com](mailto:justine@justinecunninghamproofreader.com)**

**(b) I have a contractual obligation with my clients.**

**(c) To fulfil my UK tax law obligations.**

## **How I store your personal information**

Your information is securely stored on the following devices and software:

- At my premises on a password-protected desktop PC and hard drive
- Emails are stored in my password-protected Google email account
- If agreed in advance I can pass information between us using Dropbox and Google Docs

I keep basic personal data (name, email address and address contact details for six years as required under UK tax law. However, as many of my clients provide repeat work, I may hold onto this information until requested to delete it. To dispose of your information I use the delete facilities provided by Windows for PC.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask me for copies of your personal information.

**Your right to rectification** - You have the right to ask me to rectify personal information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask me to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask me to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that I transfer the personal information you gave me to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you.

Please contact me at [justine@justinecunninghamproofreader.com](mailto:justine@justinecunninghamproofreader.com) if you wish to make a request.

## **How to complain**

If you have any concerns about my use of your personal information, you can make a complaint to me at [justine@justinecunninghamproofreader.com](mailto:justine@justinecunninghamproofreader.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>