



# The Blue Pencil's Privacy Policy

## Privacy policy

I am a registered sole trader operating as Deborah Taylor | The Blue Pencil | Proofreader. I offer proofreading services. My client/customer base is worldwide.

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.

This privacy policy was last updated in **February 2023**.

## My contact details

Name: Deborah Taylor

Address: Woodside Cottage, Horris Hill, Newbury, Berkshire, RG20 9DG

Phone Number: 07971533327

E-mail: [the\\_blue\\_pencil@yahoo.com](mailto:the_blue_pencil@yahoo.com)

Website: [www.the-blue-pencil.com](http://www.the-blue-pencil.com)

## Why do I collect data from you?

I gather and use certain information about you in order to:

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

## The type of personal information we collect

I currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, address, email and contact details)

## 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:

- Website contact form via Wix.com
- Booking confirmation form (PDF)
- Client style preferences form (PDF)
- Email via Yahoo

I use the information that you have given me in order to create invoices and stay in contact.

I may share this information with my accountants and HMRC.

Under the UK General Data Protection Regulation (UK 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 [the\\_blue\\_pencil@yahoo.com](mailto:the_blue_pencil@yahoo.com)**

## How I store your personal information

Your information is securely stored.

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

- **Wix.** This is my website host. It is password-protected and has SSL-certification (https) to provide an additional layer of security. You can access Wix's privacy policy [here](#).
- **Dropbox.** This is my cloud-based file management system accessed via my password-protected computer. My Dropbox account is protected by a two-step password-authentication process. You can access Dropbox's privacy policy [here](#).
- **Wave.** This is the accounting app I use to send invoices. Your name, email address and a project summary are stored. You can access Wave's privacy policy [here](#), their security policy [here](#), and their terms of use [here](#).

HMRC requires me to keep records for 'at least 5 years after the 31 January submission deadline of the relevant tax year'. See '[How long to keep your records](#)'.

- 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.

## **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 the [\\_blue\\_pencil@yahoo.com](mailto:_blue_pencil@yahoo.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 the [\\_blue\\_pencil@yahoo.com](mailto:_blue_pencil@yahoo.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 Home  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>