



## **Privacy Policy**

I, Andrew Buggy, am registered as a sole trader, operating as ACB Proofreading, offering freelance proofreading and copy-editing services to a variety of clients.

This privacy policy describes how I protect and make use of the information I am given.

### **What information do I collect and why?**

As part of the running of my business, I obtain certain data from clients and prospective clients. This data includes name, address, email address, telephone number and project details.

I collect this data to allow me to fulfil my obligations to HMRC (the UK tax authority), for my own accounting purposes, to allow me to contact individuals in response to enquiries and about ongoing work, and to record clients' agreement to the terms and conditions of my editorial services.

### **Where do I store the data?**

Emails are stored on my password-protected email account. A telephone number that is stored on my PIN-protected mobile telephone might be automatically synchronised into the contacts list in my email account.

Files are stored on a password-protected computer and/or on the password-protected cloud-based file management system Dropbox.

### **How long do I keep the data for?**

HMRC requires me to keep records for 'at least 5 years after the 31 January submission deadline of the relevant tax year'. However, as many of my clients are repeat customers, I do not delete data unless specifically requested to do so. If you require me to delete or amend your information, please ask and I will do so, as long as I remain compliant with HMRC's requirements.

### **Do I share your data?**

I will never share your data with anyone unless you give me written permission to do so, or I am required to do so by law, e.g. as part of an audit by HMRC.

## **Cookies**

A cookie is a small piece of data that may be stored on your computer or mobile device. It allows a website to 'remember' your actions and preferences. The only way in which I use cookies is for web analytics to help me to see how well my website is performing, specifically through Google Analytics and Weebly, my website host.

You may restrict the use of cookies, or completely prevent them from being set, by using your web browser's cookie setting. Please be aware that this may affect website functionality.

For more information on cookies, visit [www.aboutcookies.org](http://www.aboutcookies.org).

## **Links to other websites**

My website may contain links to other sites. If you click on a third-party link you will be directed to that site. Please note that I do not have any control over that other website. Therefore, I advise you to review the Privacy Policy of the website in question. I am not responsible for the content, privacy policies or practices of any third-party website.

## **Access to your personal information**

You are entitled to view, amend or delete the personal information that I hold: simply email your request to me at [acbproofreading@btinternet.com](mailto:acbproofreading@btinternet.com).

This privacy policy was last updated on 25 May 2018.