

Tamesa Proofreading and Editing

Privacy Statement: General Data Protection Regulation (GDPR)

Section 1: My contact details

Dr Helena Hernández

Tamesa Proofreading and Editing

Tel: +44 7816751915

Email: helena@tamesaproofreading.co.uk

Section 2: The information I collect from my clients and potential clients

Name

Email address

Phone number

Postal address (if required for invoicing or contact, see section 3)

Section 3: How and why I get the information

Clients and potential clients contact me by email, phone and letter about the work that I am doing, or may do, for them. I will ask for their information (see section 2) and their consent to use it so I can contact them about the work I am doing, or may do, for them.

I have lawful bases on which to hold client information:

(a) their consent (see above)

(b) my legal obligation to HMRC as I am bound by their rules to hold the client information used on my invoices for six years.

Section 4: What I do with the information

I use the information to contact clients and potential clients about the work that I do, or may do, for them, and to invoice clients.

I do not use the information for marketing purposes.

I do not share the information with anyone else unless a client or potential client gives me their permission to do so (evidenced by email or letter).

Section 5: How I store the information

Electronic information is stored on a laptop computer and may be stored on Dropbox.

Information on paper is stored in a secure, locked box.

I will keep the information from clients for six years (see section 3) and from potential clients for as long as our discussions about a possible project continue.

At the end of either period, the electronic information will be deleted and paper copies shredded.

Section 6: Use of my website: www.tamesaproofreading.co.uk

Information

I do not have direct access to information about users of my website. The site is very simple: users do not register and there are no forms or payment facility on the site.

Two types of data are collected about users of my website:

(1) Non-personal information which is non-identifiable such as usage and site activity information.

(2) Personal information related to the device used to view the site, such as IP address and unique identifiers. This information may, with reasonable effort, identify an individual.

Personal information is shared with trusted third party providers for the purpose of hosting and operating my site, and performing research, technical diagnostics or analytics.

Cookies

My website uses session, persistent and third-party cookies. A 'cookie' is a small piece of data that a website sends to a user's device when they are viewing the site. Cookies can be used for various purposes such as navigation between pages, automatic activation of features and preferences, advertising and compiling statistics about the website. Cookies do not contain any information that can identify a user although personal information may be linked to information stored in and obtained from cookies.

Users can remove cookies through their device preferences settings, though some features of the website may not operate properly if cookies are disabled.

Links to other websites

There are links to three websites (CIEP, Britanica and LinkedIn) from my site. Users are advised to read the privacy policy of these sites as the personal data and cookie information set out here applies only to my site.

Section 7: Data protection rights of my clients and potential clients

Under data protection law, these rights include:

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| Right of access: | the right to ask me for copies of their personal information. |
| Right to rectification: | the right to ask me to rectify information that a client/potential client thinks is inaccurate and the right to ask me to complete information they think is incomplete. |
| Right to erasure: | the right to ask me to erase personal information in certain circumstances. |
| Right to restriction of processing: | the right to ask me to restrict the processing of their information in certain circumstances. |
| Right to object to processing: | the right to object to the processing of personal data in certain circumstances. |
| Right to data portability: | the right to ask that I transfer the information given to me by a client/potential client to another organisation, or to them, in certain circumstances. |

Client/potential clients are not required to pay any charge for exercising their rights. I have one month to respond if a request is made. Please contact me by email (helena@tamesaproofreading.co.uk) or phone (+44 7816751915) to make a request.

Section 8: How to complain

My clients/potential clients can also complain to the ICO if they are unhappy with how I have used their data. The ICO's contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113