

ISOBEL KENT PROOFREADER



PRIVACY POLICY

I am Isobel Kent, a registered sole trader providing freelance editorial services and coaching in the United Kingdom under the business name 'Isobel Kent Proofreader'.

This Privacy Policy outlines how I protect and use the personal data that you give me, in compliance with the General Data Protection Regulations.

What data do I collect?

I collect the following data:

- Your name
- Your company or institution's name
- Your email address and telephone number
- Information relating to your enquiry
- Your postal address for quoting and invoicing.

How do I collect your data?

You directly provide me with most of the data I collect. I collect and process data when you:

- Submit an enquiry form on my website voluntarily
- Submit a booking form on my website voluntarily
- Sign up to my mailing list
- Sign up to the membership area on my website
- Email me (gmail)
- Register for an online event using Eventbrite
- Use or view my website via your browser's cookies.

How will I use your data?

I collect your data so that I can:

- Process your quotation or query and communicate with you
- Process your booking request and communicate with you
- Record your membership of my website
- Email you periodically as a member of my mailing list, to provide you with news, offers and information which might interest you
- Record your agreement to my Terms and Conditions when you go ahead with my services
- Process your invoice in compliance with HM Revenue and Customs' requirements
- Email you with special offers on products and services offered by me that I consider you might like
- Update you with details of events that you have registered to attend
- Track views and website usage data.



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I only use your information for the purpose for which you gave it to me. I do not share your information with third parties unless I am required to do so by law.

How do I store your data?

My email host is Gmail. It is password-protected and the Gmail Privacy Policy can be found [here](#).

My website is maintained on Wix and is password-protected. The Privacy Policy for Wix is [here](#).

Your project files and postal address are stored in my cloud-based file management system (OneDrive). Details of the security of this can be found [here](#).

I may occasionally use Dropbox, which is a US-based company registered with the [EU-US Privacy Shield](#).

My email mailing list is administered by MailerLite. The Privacy Policy for MailerLite can be found [here](#).

If you choose not to make payment by bank transfer, it can be made through PayPal, whose Privacy Policy is [here](#). I also use Stripe, whose Privacy Policy is [here](#).

I organise events using Eventbrite. The Eventbrite Privacy Policy can be found [here](#).

I also organise events, courses and memberships using Cademy. This collects your name and email address for the purpose of giving you access to and administering your participation on my courses. The Cademy Privacy Policy can be found [here](#).

Historically, I have used the course platform NewZenler. This collects your name and email address for the purpose of giving you access to and administering your participation on my courses. The NewZenler Privacy Policy can be found [here](#).

From April 2023, I have started using Kartra for memberships. This collects essential information such as your name, email address, telephone number and postal address. Kartra's Privacy Policy can be found [here](#).

I use Zoom for videoconferencing, which is sometimes connected to Eventbrite or Cademy for events. The Zoom Privacy Policy is [here](#). In the event that a videoconference using Zoom is to be recorded, you will be informed prior to participating that the videoconference will be recorded and you will be prompted by Zoom for your consent. These videos will be stored on my cloud-based file management system (OneDrive) and only shared in accordance with the Terms and Conditions pertaining to the event at which the recording took place.



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Project-related files are kept on a password-protected computer. These may be backed up to Dropbox, OneDrive or Google Drive.

Your name and email address are stored on my computer and telephone.

I am bound by the Code of Practice of the Chartered Institute of Editing and Proofreading, which can be found [here](#).

How long do I keep your information?

I am required by HM Revenue and Customs to keep records of my business transactions for at least 6 years after the 31 January submission deadline of the relevant tax year.

Once this time period has expired, I will delete your data.

Marketing

I would like to send you information about my products and services that I think you might like.

If you have agreed to receive marketing (e.g. by signing up to my email mailing list), you may always opt out at a later date. You have the right at any time to stop me from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email me at ikproofreader@gmail.com.

Use of the website by children

I do not market my website, products or services for purchase by children. My website should only be used by people of 18 years or over, or with the consent of a parent or guardian.

Your data protection rights

I wish to ensure that you are fully aware of all of your data protection rights. Every client is entitled to the following:

- **The right to access** – You have the right to request from me copies of any personal data. I may charge you a small fee for this service.
- **The right to rectification** – You have the right to request that I correct any information that you believe is inaccurate. You also have the right to ask me to complete information that you believe is incomplete.
- **The right to erasure** – You have the right to request that I erase your personal data, under certain conditions (i.e. as far as the law allows me to).
- **The right to restrict processing** – You have the right to request that I restrict the processing of your personal data, under certain conditions.



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- **The right to data portability** – You have the right to request that I transfer the data that has been collected to another organisation, or directly to you, under certain conditions.

If you make a request to exercise your rights, I will respond to you within one calendar month. If you wish to exercise any of these rights, please contact me by email: ikproofreader@gmail.com.

Cookies

My website is hosted by Wix and uses cookies.

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. When you visit my website, I may collect information from you automatically through cookies or similar technology. For further information, visit www.allaboutcookies.org.

I use cookies for web analytics only. I do not have access to anyone else's computer or IP address.

How to manage cookies

You can set your browser not to accept cookies and the above-mentioned website tells you how to remove cookies from your browser. In a few cases, some of the website features may not function as a result.

Privacy policies of other websites

This website contains some links to and embedded content from other websites. This Privacy Policy applies only to this website. If you click on a link to another website, you should read its Privacy Policy.

Changes to the Privacy Policy

I keep this Privacy Policy under regular review and place any updates on this web page. This Privacy Policy was last updated on 09 December 2022.

How to contact me

If you have any questions about this Privacy Policy, the data I hold about you and your business, or you would like to exercise one of your data protection rights, please do not hesitate to contact me by email: ikproofreader@gmail.com.

How to contact the appropriate authority

Should you wish to raise a complaint or if you feel that I have not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.