

# Pearl Editorial Proofreading Services

## PRIVACY POLICY

This Privacy Policy sets out how I use and protect any information you may provide to me when:

- i) enquiring about proofreading or editing services, or
  - ii) engaging me to provide a specific service.
- Under the terms of the General Data Protection Regulation 2018, I may retain personal information as is necessary to properly respond to your enquiries and for record keeping purposes.
  - When you contact me I will collect and store some, or all, of the following personal information from you at some stage during our correspondence (personal data):
    - name
    - residential address
    - email address
    - telephone number (mobile and/or landline)
  - I need to retain your name and residential address in order to fulfil my contractual obligations to HM Revenue & Customs (the UK's tax authority).
  - I may also request further details about your project, or a sample of your work, for the purposes of providing you with a quote. If you agree to work with me then you will provide me with the relevant file(s) to work on. For the purposes of this policy, all such data is referred to as 'other data'.
  - All personal data will be stored for 7 years. After 7 years has elapsed, you may request that the personal data is deleted by sending an email to me at [sarah@pearleditorial.co.uk](mailto:sarah@pearleditorial.co.uk). I will respond to a request for deletion without undue delay and within one month of receipt.
  - Other data will also be stored for 7 years. You may, at any time, request that other data, such as files I have worked on for you, is deleted before the 7 years has elapsed. You can do this by emailing me at [sarah@pearleditorial.co.uk](mailto:sarah@pearleditorial.co.uk). I will respond to a request for deletion without undue delay and within one month of receipt.

- You may, at any time, request to view my records to ensure that the personal data I hold for you is correct and up to date, and request rectification if necessary. You can do this by emailing me at [sarah@pearleditorial.co.uk](mailto:sarah@pearleditorial.co.uk). I will respond to a request for access to the records and/or rectification without undue delay and within one month of receipt.
- The personal and other data that I collect will be stored in a password-protected email system and on a digital filing system, which is safeguarded by anti-virus and malware software.
- Under no circumstances will your personal data be shared with any third parties without your explicit consent or unless I am required by law to do so.

**Sarah Freshwater t/a Pearl Editorial**

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