

Privacy Notice

This Privacy Notice sets out why and how Lizzie Sabin Proofreading uses your data. It is written in accordance with the General Data Protection Regulation (GDPR), which was introduced on 25th May 2018. If you have any questions about it, feel free to get in touch.

Who I am

I am Lizzie Sabin and I run Lizzie Sabin Proofreading – a freelance proofreading and editing business. You can contact me via email at lizzie@lsproofreading.co.uk or by phone on 07715 300708. My address is Little Woodham House, Walmestone Road, Nash, Kent, CT3 2JX.

I am the business's Data Protection Officer and I am responsible for how your data is used.

Why I need your data

I only use your data in relation to the projects I am working on for you. The minimum I need from you is an email address so that I can book in, complete and return your work. I do not work on paper, so everything needs to be sent back digitally. If you do not provide me with an email address, then I will not be able to complete your project.

Why I use your data

The only reasons that I will use your personal data are as follows:

- Because you have requested a quote or booked in a project with me. In order to deliver what you have asked for, I will need to communicate with you via email. As such, your email address and other personal data that you provide will be stored in Gmail. If I have completed a project for you, I will add your details to Xero for accounting purposes. The lawful basis for this is: 1) consent, because you have asked me to carry out a specific task and I need to use your data to do so; and 2) contract, because I need to process your data in order to fulfil my side of our work agreement.
- Because we have worked together in the past and I may get in touch for a catch-up or to see if you need my help with any projects. The lawful basis for this is consent, because you previously provided me with your details for working on projects.
- Because I have met you at a networking event or similar and you have given me a business card on the understanding that I may send you an email as a follow-up. I may keep your business card on file and your email address may be stored in Gmail. The lawful basis for this is consent, as you have given me your business card so that I am able to get in touch with you about my proofreading and copywriting services.

Sharing your data

I do not share data with third parties for marketing purposes. On occasion, I may share your data with other professional contacts by way of an introduction – e.g. if I cannot take your work but know someone who can – but I will always ask your permission before doing so.

Your details will be stored on the software I use as part of my business – Gmail and Xero.

How long I keep your data

If you have contacted me via email, then your personal data will be stored on my Gmail database indefinitely. I also keep work indefinitely, although this doesn't usually contain personal data. For accounting and legal reasons, your financial data will be stored for at least seven years. If you would like me to delete your details or work after a period of time, then I can do so, provided it is not needed for accounting purposes; however, you will not be able to query the work or ask me questions on it after it has been deleted.

Your rights

You have the right to request access to the data I hold on you at any time. You also have the right to correct or delete any personal data or restrict my processing of it. If, in the past, you have given me consent to use your data, then you are entitled to withdraw this consent at any time. You can request any of these actions by contacting me on the details given above.

How to complain

You have the right to complain if you are not happy with the way I have used your data. You can do this by contacting the Information Commissioner's Office (ICO) via post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.