

MandaWaller Edit and Check Privacy Policy

My contact details

Name: Manda Waller

Address: 4 Mount Pleasant Cottages, Blackham TN3 9UH, UK

Phone Number: 01892 740303

E-mail: proof@mandawaller.co.uk

The type of personal information I collect

I currently collect and process the following information:

- Your name, email address and any other information that you enter into my quote form, my pre-edit questionnaire or that you send to me by email.

How I get the personal information and why I have it

Most of the personal information I process is provided to me directly by you for one of the following reasons:

- For the purposes of providing you with a quote to work on your manuscript
- For the purposes of editing your manuscript (including targeting my feedback appropriately)

I use the information that you have given me in order to provide the service that you have requested.

I do not share this information with anyone, unless it is requested by the HMRC as part of an audit of my business.

Under the General Data Protection Regulation (GDPR), the lawful base I rely on for processing this information is:

Your consent. You are able to remove your consent at any time. You can do this by contacting proof@mandawaller.co.uk

How I store your personal information

Your information is securely stored in the UK. I keep your personal information as outlined above for the duration of the project. It is a requirement of HMRC that client details are held for a minimum of 6 years. I will then dispose your information by deleting your electronic record.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask me for copies of your personal information.

Your right to rectification - You have the right to ask me to rectify personal information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.

Your right to erasure - You have the right to ask me to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask me to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that I transfer the personal information you gave me to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you.

Please contact me at proof@mandawaller.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to me at MandaWaller, Edit and Check, proof@mandawaller.co.uk.

You can also complain to the ICO if you are unhappy with how I have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>