

Privacy Notice

I, Kelly Bates, am registered as a sole trader, trading as Kelly Bates Editorial. I provide a proofreading and copyediting service to individual clients and businesses.

As a legal requirement within the UK General Data Protection Regulation (UK GDPR), this document outlines the data I request, use and store to enable me to deliver services to clients.

Throughout this privacy notice, **I/me** refers to Kelly Bates trading as Kelly Bates Editorial, and **you** refers to the client receiving my services. **We/us** refers to me and the client.

Why do I need data?

- If you contact me about a project, I will use your personal data (name and email address) provided for ongoing correspondence relating to the project. I will ask you to provide any relevant files to enable me to provide the agreed service.
- I will also request your business address for invoicing.
- I only collect the data needed to enable me to provide the required service and to fulfil my UK tax law obligations.

How do I collect data?

- Clients provide personal data (name and email address) to me when making an enquiry regarding a project. This is usually provided digitally (via email, website contact form or LinkedIn) but could also be provided on the phone or on a business card.
- During a project, clients will sometimes provide me with personal data (name, email address, phone number) of colleagues/associates and ask me to make contact. I ask clients to ensure they have agreement from the colleague/associate to pass their personal data to me and to provide only the information required for me to carry out the required task. This data will be used and stored as described within this privacy notice.
- My website is created using Wix and uses cookies for important reasons such as:
 - providing a personalised user experience
 - monitoring and analysing the performance, operation and effectiveness of Wix's platform
 - ensuring that their platform is secure and safe to use
- You should see a pop-up on my website that gives you the opportunity to accept or decline non-essential cookies.

How will I use the data?

- I will use your personal data (name and email address) for ongoing email correspondence relating to the project agreed. For email correspondence, I use a desktop computer, laptop and smartphone, all of which are password protected. I will also use your email address to notify you of forthcoming annual leave / busy periods to facilitate planning.
- I will use the files provided to complete the work agreed.
- If you have provided a testimonial and agreed that I can display it on my website (with name, job title and company name), I will include the details provided. You can ask me to remove and delete this testimonial from my website at any time.
- No third parties have access to the data I store and I do not share this data with anyone, unless requested to do so by HMRC.

How do I store the data?

- I store emails in my password-protected email account.
- I store files on my password-protected desktop PC and external hard drive and password-protected OneDrive account.
- I also use Dropbox and Google Docs for file sharing if required but this will be agreed between us in advance.

How long will I keep the data?

- I am required under UK tax law to keep invoices and basic personal data (name and address contact details) related to that work for six tax years.
- I also retain project files, including all email correspondence relating to projects, for at least six tax years. If you would like me to delete the files provided to me at the end of the project, then this can be requested and will be actioned.
- If you no longer want me to process your data, please contact me at kelly@kellybateseditorial.co.uk

Subject access requests (SARs)

The right of access, commonly referred to as subject access, gives individuals the right to obtain a copy of their personal data, as well as other supplementary information. If you make a SAR, I will provide this information free of charge within one month of your request.

Privacy notice updates

I reserve the right to modify this privacy notice at any time, so please review it frequently. Changes and clarifications will take effect immediately once they are posted on my website.