
Privacy Policy

Here's my privacy policy, which explains how I use any personal information. It also explains my approach to the General Data Protection Regulations (GDPR) that apply from May 2018.

Summary

- I keep enough information about you to enable me to complete any work for you and fulfil my tax obligations, but nothing else.
- My website doesn't track you, analyse you, or place cookies on your computer.
- If you ask me to delete e-mails or files containing your information, I'll do so as soon as legally possible.
- I won't spam you or sell your details to anybody else.

About me

I'm Andrew Melvin, I trade as I Can Edit That, and my e-mail address is andrew@icaneditthat.com. As the sole proprietor of this freelance editorial business, with no staff or contractors, I'm also the data controller responsible for clients' information.

The information I collect about you

My website doesn't have cookies and doesn't collect analytical or tracking information. I don't operate a mailing list, and I don't ask or invite people to sign up to anything on my website. So the only information I have about you is provided by you when you e-mail me or otherwise contact me regarding us working together.

Why I collect your information

I need your information so that I can communicate with you regarding your project(s), and to pay my taxes.

How I use your information

I will use your e-mail address or (very occasionally) your telephone number to contact you regarding any project(s) I am working on, have worked on, or may work on, for you. Your name, and that of your organisation where applicable (and possibly an e-mail address and postal address), will also appear on my invoices to you.

To fulfil my obligations to HM Revenue and Customs (the UK's tax authority), which fall under the 'lawful basis' of the GDPR, I keep invoices—and hence your contact details—for six years in my password-protected e-mail system and two back-up hard drives. I don't use cloud-based storage. After six years, if you want me to delete e-mails and invoices involving you, please send me an e-mail and I'll do so as soon as is practicable.

Once I've finished your project, if you want me to delete any or all files containing your details please e-mail me.

I don't pass your details to third parties without your written permission (other than as required to fulfil my tax obligations).

Sensitive personal data

The GDPR set out specific rules about 'sensitive personal data'. Files that you send me as part of my work may include this information, but I don't actively seek it. Again, if you want me to delete any files containing this information once I've finished working on them, please e-mail me.

Referring clients

If I'm unable to take on your project for any reason, I'll usually suggest websites where you can find other editors/proofreaders. If you want me to, I can also ask other editors/proofreaders whether they're available to work with you. In this case, I'll ask them for their details and (with their permission) pass those details to you so that you can contact them directly. I won't give them any information about you other than minimal details about your project. If you want me to give third parties your information, please e-mail me to confirm this.

Access to your information

Under the Data Protection Act and the GDPR, you have the right to request a copy of the information I hold about you. If you'd like a copy of that information, please e-mail me. You may of course ask me to correct or remove information you think is inaccurate.

Other websites

My website contains links to other websites. My privacy policy applies to my website only.

How this affects my terms and conditions

To comply with the GDPR, I've updated my terms and conditions to emphasise that clients who accept my quotation for a project also accept those terms.

Contact me

If you need any more details about how I handle information, or if you have any questions, please don't hesitate to e-mail me.