

Passion for Proof – Privacy Policy

Passion for Proof cares deeply about the privacy of its visitors and users and is committed to protecting your personal information and using it properly in compliance with data privacy laws. This policy describes how we may collect and use personal information, and the rights and choices available to you regarding such information.

I am a sole trader operating as Passion for Proof | Proofreading & Copy Editing with the assistance of my husband. I offer proofreading and copy-editing services to clients who ask for my help. My client/customer base is worldwide.

This policy describes how I protect and make use of the information you give me.

If you are asked to provide information, it will only be used in ways stated in this policy.

This privacy policy was last updated on 27th July 2019.

Why do I collect data from you?

I gather and use certain information about you in order to:

- respond to your requests for information (e.g. my availability or a quote for editorial services)
- allow me to contact you while an editing project is ongoing
- enable certain functions on this website
- better understand how visitors use this website

What information do I collect from you?

I collect the following information:

- Name
- Contact postal address
- Email address
- Contact phone number
- Information pertinent to your enquiry (e.g. word count, nature of project, whether you're an author or an editor)
- The content to which the service pertains

How do I use this data?

The data I collect is used as follows:

- For my internal accounting processes (eg so I can invoice you) and so that I am compliant with my tax authority (IRD) should it request an audit
- To contact you in response to your enquiry, order, quote or booking
- To record your agreement to the terms and conditions of my editorial services

I will never use this data for marketing or promotional purposes without getting your permission in writing first (for example, to publish your testimonial for me on my website), or unless you have signed up to be notified to receive emails from me.

How do I use cookies?

A cookie is a small file placed on your computer's hard drive. It enables my website to identify your computer as you view different pages on my website.

The only way in which I use cookies is for web analytics, specifically:

- Google Analytics

Cookies do not provide me with access to your computer or any information about you other than that which you elect to share with me.

You can use your web browser's cookie settings to determine how my website uses cookies. If you do not want my website to store cookies on your computer or device, you can amend your settings. Please note that this may affect how my website functions, and some pages may become unavailable to you.

- To learn more about cookies, visit [All About Cookies](#).
- To read Google's privacy statement see [Google's data privacy policies and approach](#) and its [data processing terms](#).

How do I collect your personal data?

I collect and store information via the following methods:

- Contact form (via website)
- Email (via Google)
- Phone, should you share information with me on a phone call or text (via Spark)

I will never lease, distribute or sell your information to third parties unless you give me written permission to do so, or I am required to do so by law.

You can ask me to remove your data at any time.

How do I store your personal data?

The information I collect is stored on the following data servers:

- **Wix.** This is my website host. It is password-protected and has SSL-certification (https) to provide an additional layer of security. You can access Wix privacy policy [here](#).
- **Dropbox.** This is my cloud-based file management system accessed via my password-protected computer. You can access Dropbox's privacy policy [here](#).
- **PayPal.** This is the password-protected online payment service I use for editorial-services clients who elect not to be invoiced via direct bank transfer. You can access PayPal's privacy policy [here](#).
- **Gsuite by Google.** This is the platform I use for email communication. You can access Google's privacy policy [here](#).
- **Spark.** This is the NZ-based password-protected server I use to communicate via phone/text. You can access Spark's privacy policy [here](#).

All PayPal transactions are subject to the [PayPal Privacy Policy](#). Your data will be used for accounting purposes only and will never be divulged to third parties.

How long do I keep your data for?

To easily enable many of my customers and clients to work with me more than once, I do not delete contact data unless specifically requested to do so.

- Content previously worked on will be deleted 30 days after acceptance of the returned work unless you specifically ask that I keep it on file.
- IRD requires me to keep records for at least 7 years. See '[How long to keep your records](#)'.
- Please ask if you want me to delete or amend your records. As long as I'm complying with IRD's legal requirements, I'll action your request immediately.

With whom is your data shared?

No one, unless you request that I do so in writing, or IRD elects to audit my business.

Contact me

If you have any questions or requests for modification or removal of your data, you are welcome to email me at sue@passionforproof.com or write to me at Sue Breen, 15 Dorchester Place, Orewa, Auckland, 0931, New Zealand.