

# Sally Aquire Freelance Writing Privacy Statement

I am committed to protecting and respecting privacy of my clients in compliance with EU-General Data Protection Regulations (GDPR). This privacy statement explains when and why I collect personal information on clients, how I use it and the conditions under which I may disclose it to. This Privacy Statement applies to the use of my services as a freelance writer.

## When do I collect personal data about you?

- When you are using my freelance writing services.
- When you interact with me through email, phone calls, social media or through my website.

## Why do I collect and use personal data?

As part of my marketing and customer service activities, I may contact you for the following reasons:

- To communicate with clients on existing and future projects or to communicate with potential clients on projects they may want to hire me for.
- To reply to the 'Contact' form, if you have completed this on my website..
- To follow up on enquiries and requests regarding my services that arrive through emails or phone calls.
- To perform contractual obligations such as sending invoices and contracts/writer agreements.

## What type of personal data is collected?

I collect names, phone numbers (if you have consented for me to have this) and email addresses of clients so that we can communicate about projects. I do not collect sensitive information about clients as this is rarely needed for us to work together on projects.

## How long do I keep your personal data?

I store personal data until it is no longer need for the purpose it was originally collected. If we stop working together, I delete client details.

I never share, sell, or pass on personal data any third parties without your consent, other than if I am legally obliged to. Please be aware that I may need to disclose your personal information if I am required to do so by law or if I believe that I need to do so to safeguard my company rights and/or to comply with a legal process.

## Your rights to your personal data

You have the following rights for your personal data:

- The right to request a copy of the personal data I hold about you.
- The right to request that I amend your personal data if it is no longer accurate or has become out of date.
- The right to request that your personal data is deleted when it is no longer needed.
- The right to withdraw your consent to personal data processing.
- The right to request that I provide you with your personal data and pass it on to another data controller.
- The right to request a restriction on any future data processing if you have issues or queries about the processing of your personal data.
- The right to object to the processing of personal data.

Sally Aquire is the data controller and for all matters relating to data protection, I can be [contacted](#). If you are unhappy with how I have processed your personal data, you can contact me on this address and any queries about your privacy or consent can be sent here too.