



Final Draft Durham

Email: finaldraftdurham@gmail.com

Data Protection Policy

This section of the document provides you with the privacy information that you need to know before you provide personal data to Final Draft Durham.

If you have questions, issues, or if you want to update the personal data we are holding, please contact Final Draft Durham in writing via Email (finaldraftdurham@gmail.com).

We/us: Final Draft Durham

Type(s) of personal data collected and held by us and method of collection:

We hold the details you provide when you submit an order to us via Email. This includes your name, your postal address (as required by the HMRC, the UK tax authority), your Email address, brief project details (e.g. type of assignment, word count) and the original file(s) of your submitted work.

How personal data are stored by us:

Emails are stored on a password-protected Email account. During the proofreading stages of the services file(s) will be stored on a password-protected laptop and all other data is stored on an external hard drive. After the proofreading service has been completed your file(s) will only be stored on an external hard drive.

How your personal data are processed by us:

We will use your data to: a) deliver the service that you have requested; b) internal accounting processes, and c) so that we are compliant with UK tax authority (HMRC) should it request an audit.

Who we share personal data with:

Unless audited by HMRC, we do not share any of your data with third parties.

How long personal data is held by us:

Your personal data, i.e. name and postal address, is kept for a minimum of six years to allow us to comply with our obligations to HMRC, the UK tax authority (<https://www.gov.uk/self-employed-records/how-long-to-keep-your-records>).

Unless otherwise instructed, we will keep your work file(s) for the same length of time. These files will be stored securely on an external hard drive but if you wish to have your file(s) deleted from our system before the six year period please contact us in writing via Email (finaldraftdurham@gmail.com).

Data Protection and Website Cookies

1. Under the terms of the Data Protection Act 1998, the Client and Final Draft Durham may keep on record such information (e.g. name, postal contact details) as is necessary. Either may view the other's records to ensure that they are relevant, correct, and up to date.
2. We will use the personal information you provide to us to:

- a. provide the proofreading services requested;
 - b. comply with HMRC Tax auditing requests, if required to by law.
3. The Final Draft Durham website uses cookies that allow Final Draft Durham to see how the site is used. The cookies cannot identify you. If you continue to use this site, Final Draft Durham will assume that you accept this.
4. You acknowledge that information on the Final Draft Durham website may contain inaccuracies and errors and Final Draft Durham expressly excludes liability for any such inaccuracies or errors to the fullest extent permitted by law.
5. You agree that you will not use the Final Draft Durham website for illegal purposes and will respect all applicable laws and regulations. You agree not to use the website in a way that may impair the performance, corrupt the content or otherwise reduce the overall functionality of the website. You also agree not to compromise the security of the website or attempt to gain access to secured areas or sensitive information.

General Data Protection Regulations (GDPR)

With reference to GDPR please note:

- Final Draft Durham will only request the minimal information that it requires to deliver the requested proofreading service and to comply with legal obligations to the UK tax authority (HMRC).
- Final Draft Durham operates as a sole trader with no employees.
- Final Draft Durham does not have a mailing list or mailing list sign up options on its website.
- Final Draft Durham does not collect personal data from its website.

Final Draft Durham is committed to processing data in accordance with its responsibilities under the General Data Protection Regulations (GDPR).

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”