



## **Tess Jolly – Proofreader at Poems and Proofs Data Protection Policy**

I am fully compliant with data protection law (GDPR). I will collect your name and email address at the stage of your initial enquiry, and the details of your project. If we agree to work together, I will collect your postal address and the files I need to complete the work.

All data will be held securely, either on paper or electronically with password protections and anti-virus software. It will be used to communicate with you, for compliance with HMRC requirements (up to 7 years) and to maintain professional records of client work. It will never be disclosed to third parties without obtaining written permission in advance; for example, to publish a testimonial or details of your project on website or on social media.

Data will only be kept for as long as is necessary for the purposes above. You have the right to request access to your data, in accordance with data protection law.