



Privacy Policy

I, Ivan Butler, am registered as a sole trader, operating as Coachhouse Business Services. I offer a range of freelance services, including copy-editing, proofreading, financial, and analytical reviews to a variety of customers.

This privacy policy describes what data I require and how I protect and use it in the operation of my business. If you are asked to provide information, it will only be used in the way described within this policy.

This policy was last updated on 28 May 2018.

What data do I collect from you and why?

When you contact me, I will collect the minimum of information from you to allow me to stay in touch during the project and to be able to invoice you in accordance with HMRC requirements (the UK tax authority).

The data I require is:

- name
- contact postal address
- email address
- information required for the project, e.g. project brief, word count
- documents and files required for me to complete the project

I do not collect any sensitive personal data as defined in data protection regulations, such as ethnic origin or religious or personal beliefs. If such data is contained within a project file that I am working on, I will not share it with any third party and I will delete the file if you request it, once the project is complete.

Where do I store this data?

Emails are stored within my password-protected email account. I do not have an external address book.

All files are stored on my password-protected laptop and copies saved to my password-protected OneDrive cloud-based file management system. My laptop uses McAfee Livesafe security protection. If you prefer your files not to be backed up to OneDrive, please let me know at the commencement of the project. In such cases, I will temporarily save your files to a separate hard drive during the course of the project and delete them once I have completed the project and returned the work to you.

How long do I keep data for?

Your personal data, i.e. name and address, is kept for seven years to comply with HMRC requirements. Unless you request otherwise, I will keep your project files for the same period, but I am happy to delete them sooner if you request this.

Do I share your data?

I do not share your data with anyone apart from HMRC if it requests information for tax audit purposes.

However, I may ask you whether I can provide your contact details to a prospective customer if they require a reference site. If you do not wish me to share your details, I will not do so.

I never subcontract work, so will never pass your data on to a third party under these circumstances.

Questions

If you have any questions about this policy or what data I have about you, or you require me to delete any data or files that I hold relating to you, please contact me.

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