

AMANDA ANSTEE

EDITING AND PROOFREADING

PRIVACY POLICY

Last updated: 11 March 2026

1. Who I Am

This privacy policy explains how Amanda Anstee, trading as Amanda Anstee Editing and Proofreading ('I', 'me', 'my'), collects, uses and protects the personal data of clients and website visitors in connection with the provision of editing services.

Business name: Amanda Anstee Editing and Proofreading

Owner name: Amanda Anstee

Email address: Amanda.Anstee@outlook.com

Website: www.anstee-editing.com

Business address: Available on request

I am committed to protecting your personal data and handling it in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. As a sole trader processing personal data in the course of business, I act as the data controller for the purposes of this policy.

2. What Personal Data I Collect

2.1 Data you provide directly

In the course of providing editing services and managing client relationships, I may collect and hold the following personal data:

- Your name and job title or role
- Your email address and telephone number
- Your postal or business address
- Information about your project, including any personal data contained within documents you share with me for editing
- Feedback and testimonials you choose to provide
- Correspondence between us (email and other written communication)

2.2 Data collected automatically via my website

My website (www.anstee-editing.com) may collect certain technical data automatically when you visit, including your IP address, browser type and pages viewed. This data is collected via

standard website hosting tools and any analytics functionality built into my website platform (Wordpress.com). I do not actively use analytics tracking; however, some functionality may be present as part of my hosting or website platform. No personal data collected in this way is used to identify you individually or for marketing purposes.

My website does not use advertising cookies or third-party tracking tools.

3. How I Use Your Personal Data

I use your personal data only for the purposes for which it was collected or for which you have given consent. Specifically, I use it to:

- Provide and manage the editing services you have requested
- Communicate with you about your project, including sending completed work, queries and revision notes
- Issue invoices and manage payment records
- Meet my legal obligations, including tax and financial record-keeping
- Respond to feedback or complaints
- Publish a testimonial on my website or professional directory listing, where you have explicitly consented to this

I do not use your personal data for unsolicited marketing, and I do not share it with third parties for marketing purposes.

4. Legal Basis for Processing

Under UK GDPR, I rely on the following lawful bases for processing your personal data:

- **Contract:** processing is necessary to perform the contract for editing services between us, or to take steps at your request before entering into such a contract.
- **Legal obligation:** processing is necessary to comply with my legal obligations, including HMRC requirements for financial record-keeping.
- **Legitimate interests:** processing is necessary for my legitimate business interests, such as maintaining client records and improving my services, where these interests are not overridden by your rights.
- **Consent:** where I publish a testimonial or use your name in a public-facing context, I do so only on the basis of your explicit consent, which you may withdraw at any time.

5. Who I Share Your Data With

I treat all client data as confidential. I do not sell or share your personal data with third parties for their own purposes. Your data may be shared only in the following limited circumstances:

- With my accountant or bookkeeper, solely for the purpose of managing business finances and tax obligations, under strict confidentiality obligations.

- With cloud storage or software providers used to run my business (such as email providers and file storage services), where these providers act as data processors under appropriate data processing agreements and do not use your data for their own purposes.
- Where I am required to do so by law, regulation or court order.

A full list of the third-party tools and services I use, along with their data handling status, is maintained in my Information Security Management System (ISMS).

6. International Data Transfers

Where I use cloud-based tools or services whose servers are located outside the UK, I take steps to ensure that appropriate safeguards are in place for any such transfers, in accordance with UK GDPR requirements. I use only services that are recognised as providing adequate protection for personal data, or that operate under standard contractual clauses or equivalent safeguards.

7. How Long I Keep Your Data

I retain personal data only for as long as necessary for the purposes for which it was collected, and in accordance with my legal obligations. My standard retention periods are as follows:

- Key project files: 6 years after project completion, in case required for legal proceedings or other complaints process.
- Ancillary project files: 3 months after project completion, unless a longer period is agreed or required.
- Project correspondence: 1 year post-project (then deleted or archived)
- Client contact details: duration of relationship + 1 year
- Invoices and financial records: 6 years, in accordance with HMRC requirements.
- Contracts and signed agreements: 6 years after the agreement ends.
- Testimonials: retained on my website and/or CIEP directory listing for as long as they remain relevant and consent has not been withdrawn.

When data is no longer required, it is securely deleted or destroyed in accordance with my ISMS data deletion procedures.

8. Your Rights

Under UK GDPR, you have the following rights in relation to your personal data:

- Right of access: you may request a copy of the personal data I hold about you.
- Right to rectification: you may ask me to correct any inaccurate or incomplete data.
- Right to erasure: you may ask me to delete your personal data, subject to any legal obligations to retain it.
- Right to restrict processing: you may ask me to restrict how I use your data in certain circumstances.

- Right to data portability: you may request that I provide your data in a structured, commonly used, machine-readable format.
- Right to object: you may object to processing based on legitimate interests.
- Right to withdraw consent: where processing is based on consent, you may withdraw it at any time without affecting the lawfulness of processing carried out before withdrawal.

To exercise any of these rights, please contact me at Amanda.Anstee@outlook.com. I will respond within one month of receiving your request. I will not charge a fee for reasonable requests.

9. How I Keep Your Data Secure

I take the security of your personal data seriously. The technical and organisational measures I apply are set out in my Information Security Management System (ISMS), and include:

- Password protection on all business accounts
- Encryption of devices and cloud storage used to hold client data
- Secure file transfer methods for sharing client documents
- Regular data backups to a secure, separate location
- A clear data retention and deletion schedule

In the event of a personal data breach that is likely to result in a risk to your rights and freedoms, I will notify the Information Commissioner's Office (ICO) within 72 hours and inform you without undue delay, as required by UK GDPR.

10. Cookies and Website Analytics

My website may use cookies or similar technologies as part of its standard hosting and platform functionality. I do not actively use analytics tools to track visitor behaviour, and I do not use advertising or third-party tracking cookies.

If you wish to control or disable cookies, you can do so through your browser settings. Please note that disabling cookies may affect the functionality of some websites.

11. Links to Other Websites

My website may contain links to third-party websites, including my CIEP directory listing and LinkedIn profile. I am not responsible for the privacy practices of those sites and encourage you to review their privacy policies independently.

12. How to Make a Complaint

If you have concerns about how I handle your personal data, please contact me in the first instance at Amanda.Anstee@outlook.com and I will do my best to address your concern promptly.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO), the UK supervisory authority for data protection:

Website: www.ico.org.uk

Telephone: 0303 123 1113

13. Changes to This Policy

I may update this privacy policy from time to time to reflect changes in my business practices or legal requirements. The current version will always be available on request. The date at the top of this document indicates when it was last updated. Where changes are significant, I will take reasonable steps to notify clients directly.