

Privacy Policy

This website is operated by *Squarespace* and whose registered address is www.taithcopywritinguk.com. I am committed to protecting and preserving the privacy of all visitors when visiting my site or communicating electronically with me.

This policy sets out how I process any personal data I collect from you or that you provide to me through my website. I confirm that I will keep your information secure and that I comply fully with all applicable UK Data Protection and GDPR legislation and regulations. Please read the following carefully to understand what happens to personal data that you choose to provide me with, or that I collect from you when you visit this site. By visiting www.taithcopywritinguk.com (my website) you are accepting and consenting to the practices described in this policy.

Types of information I may collect from you

I may collect, store and use the following kinds of personal information about individuals who visit and use my website:

Information you supply to me. You may supply me with information about you by filling in forms on my website. This includes information you provide when you submit a contact/enquiry form. The information you give me may include your name, address, e-mail address and phone number.

The information my website automatically collects about you. With regard to each of your visits to my website, I may automatically collect information including the following:

technical information, including a truncated and anonymised version of your Internet protocol (IP) address, browser type and version, operating system and platform;

information about your visit, including what pages you visit, how long you are on the site, how you got to the site (including date and time); page response times, length of visit, what you click on, documents downloaded and download errors.

How I may use the information I collect

I may use the information in the following ways:

Information you supply to us. I will use this information:

to provide you with information and/or services that you request from me;

Information I automatically collect about you. I will use this information:

to administer the site including troubleshooting and statistical purposes;

to improve the site to ensure that content is presented in the most effective manner for you and your computer;

security and debugging as part of efforts to keep the site safe and secure.

This information is collected anonymously and is not linked to information that identifies you as an individual. We use Squarespace Analytics and Hotjar to track this information.

Disclosure of your information

Any information you provide to us will be stored on a secure server. We use a trusted third party website and hosting provider (Squarespace) to facilitate the running and management of this website. Squarespace meets high data protection/GDPR regulations and security standards and are bound by contract to keep any information they process on my behalf

confidential. Any data that may be collected through this website that Squarespace processes, is kept secure and only processed in the manner we instruct them to.

Squarespace cannot access, provide, rectify or delete any data that they store on our behalf without permission.

I do not rent, sell or share personal information about you with other people or non-affiliated companies. I will use all reasonable efforts to ensure that your personal data is not disclosed to regional/national institutions and authorities unless required by law or other regulations.

Unfortunately, the transmission of information via the internet is not completely secure. Although I will do my best to protect your personal data, I cannot guarantee the security of your data transmitted to my site; any transmission is at your own risk. Once I have received your information, I will use strict procedures and security features to try to prevent unauthorised access.

Third-party links

My site may, from time to time, contain links to and from the third-party websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Your rights – access to your personal data

You have the right to ensure that your personal data is being processed lawfully (“Subject Access Right”). Your subject access right can be exercised in accordance with data protection/GDPR laws and regulations.

Changes to our privacy policy

Any changes I may make to the privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to it.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to gillianjones@taithcopywritinguk.com.