



Privacy policy

V2.0 August 2023

www.wordstitcheditorial.com

Background

This privacy policy sets out how Wordstitch Editorial ('Wordstitch') uses and protects the information we hold about individuals who use our website and individuals with whom we are engaged in editorial projects and other ventures.

Wordstitch is committed to ensuring that your privacy is protected. Should we hold or ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy policy.

We reserve the right to make changes to this policy at any time to reflect updates to the law or changes to our data collection and security practices. We recommend that you review it regularly for your own knowledge and benefit.

This policy is effective from 1 August 2023.

What personal information will be collected?

Website

We may collect the following information from our website:

- name
- email address and website
- any personal details you choose to provide via our contact form
- any personal details you choose to provide in a blog comment
- website usage data and user preferences.

Projects

If you are engaged in a project with us, we may collect or hold the following information:

- name, job title and place of employment
- contact information, including email address
- demographic information, such as gender, place of residence and educational background (for example, as provided in an author biography)
- other identifying data contained in manuscripts or correspondence.



How will the information be collected?

The data and information will be collected both directly and indirectly as follows:

- provided by you
- provided by an organisation or person with whom you and Wordstitch are jointly collaborating (such as a publisher)
- via cookies.

How will the information be used?

Website

Information provided by you on our website may be used as follows:

- to keep you up to date with our blog posts and any activity relating to your comments on our blog posts
- to contact you with regard to editorial work.

These functions are separate. For example, if you have filled in our contact form, we will not add you to our blog updates list. Similarly, if you have subscribed to our blog, we will not contact you with regard to editorial work.

Your data may be shared between Wordstitch's partners (Hazel Bird and Matthew Wood) and held for internal record keeping. It will not be shared with any other person or organisation.

Projects


Your personal data are stored by Wordstitch for the sole purpose of administering projects and other related editorial work.

Your data may be shared between Wordstitch's partners (Hazel Bird and Matthew Wood) and held for internal record keeping. Beyond Wordstitch, your data will not be shared beyond people and organisations whose work is essential to the commission of the project(s) or venture(s) in which we are jointly engaged.

How will the data be stored and secured?

Your data may be stored on one or more of the following:

- hard drives owned by Wordstitch
- Dropbox
- Microsoft OneDrive
- Microsoft's Office 365 service
- our website's server (hosted by SiteGround)
- our internal online database, hosted by Zoho
- hard-copy printouts (very occasionally).



Care is taken to protect all digital information with passwords, including the use of a password manager and in sensitive cases multi-factor authentication.

When information is printed out, it is disposed of via shredding or burning rather than being recycled.

Changes to and retention of the data

You are able to make changes to your data by contacting hazel@wordstitcheditorial.com.

If you ask us to delete data at the end of a project or after a specific time interval, we will do so. However, we do not routinely delete data because we may need to refer to it if you return to us for another project in the future.

Automated decision-making

No decisions are made based on the automated processing of your inputted data or AI.

Your rights, including the right to object or withdraw consent

Your consent to our use of your data can be withdrawn at any time via the following methods:

- If we have been contracted to provide a service via a third party (such as a publisher) and we are contacting them on your behalf: you should contact the third party and Wordstitch will act as directed by the third party.
- In cases where there is no third party: you must contact hazel@wordstitcheditorial.com.

Under UK data protection laws, users have the following rights:

- the right to be informed about the processing of personal information
- the right to have personal information corrected if it is inaccurate and to have incomplete personal information completed
- the right to object to processing of personal information
- the right to restrict processing of personal information
- the right to have personal information erased
- the right to request access to personal information and how it's processed
- the right to move, copy or transfer personal information; and
- rights in relation to automated decision making which has a legal effect or otherwise significantly affects the user.

The above rights cannot be exercised in all circumstances and therefore not all requests will be approved by us. Any responses we send will outline which rights apply (or don't) and whether we will comply with the request or not and the reasons why.



Opting out of communications

You have the right to opt out of marketing and other non-essential communications. To do this, you must click the 'Unsubscribe' link on our blog emails or email hazel@wordstitcheditorial.com.

Right of complaint

You have the right to complain to the Information Commissioner's Office, which enforces data protection laws: www.ico.org.uk.

Information regarding international data transfer

We do not transfer your data outside the UK or European Economic Area (EEA) except potentially via the external services listed above (see 'How will the data be stored and secured?'). These services' GDPR policies can be viewed via the following links:

- Dropbox: <https://help.dropbox.com/security/general-data-protection-regulation>
- Microsoft: <https://www.microsoft.com/en-gb/trust-center/privacy/gdpr-overview>
- SiteGround: <https://www.siteground.co.uk/blog/siteground-is-gdpr-compliant>
- Zoho: <https://www.zoho.com/sites/gdpr.html>

Cookie policy

Cookies are small pieces of text sent to your browser by our site. They help us remember information about your visit, which can improve your experience of our website.

We use them to analyse web traffic and enable various features to do with interacting with our blog.

You can choose to accept or decline cookies. You can usually modify your browser settings to decline cookies if you wish. This may prevent you from taking full advantage of our website.