



Proofreading Service UK.com

Privacy Policy

Privacy Policy clauses define the conditions which one must accept in order to use these services. Once the site user reads this page, he or she automatically agrees to the policies laid out therein. If the user does not agree with these policies, he or she should not use this site or any services offered by this site. Use of this site and request for services indicates acceptance of this Privacy Policy.

Please [contact me](#) if you have any questions or need any clarification regarding the process or requirements of both parties.

General overview of policy:

- Any personal information and material submitted through my website or via email is treated confidentially and only used as detailed within this Privacy Policy.
- No editorial projects are subcontracted, discussed with anyone else or passed on to a third party unless I have the client's consent or am required to do so for legal reasons.
- I may apply changes to this policy without prior notice. This page is available at all times for reference.

Information I collect:

- I may keep a record of any correspondence if I am contacted with regards to my editorial services. This includes general queries, requests for quotes or checking my availability.
- Names, email addresses and details of projects provided on my contact form submitted via this website.

What happens with the information collected:

- I may keep details such as contact information. Under the terms of the Data Protection Act 1998, you may view your records to ensure that they are relevant, correct and up to date.

There are certain instances when personal details may be used:

- To process an order.
- To send out information, details of offers and changes/updates to services.
- To help improve my services, website and marketing.
- To address customer support related issues.
- To receive testimonials.
- You are under no obligation to receive these communications and you can opt out at any time by using the contact form on this site or via email.
- I may disclose information provided to me through my website or via email if I receive a request for information mandated by law or in response to a legal process.

Financial information:

All payments are processed using external financial institutions: PayPal or the client's bank. I do not collect, or have access to, any financial information from my clients through this website.

Security for personal information:

I use a website hosting service that has security measures in place to protect against the loss, misuse and alteration of personal information. However, data sent electronically via this website, as with any

other internet site, can be intercepted; therefore, any information sent to me is at the sender's own risk.

Google Analytics:

This website uses Google Analytics, a web analytics service provided by Google, Inc. It is a tool that allows the behaviour of users on a website to be analysed and helps a website owner to provide the best user experience. Google Analytics generates cookies (text files placed on your computer) that identify whether you've visited the website before and which pages you visit. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. These cookies cannot be used to identify individuals; they are used for statistical purposes only.

Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf.

Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser. However, please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

Cookies:

My website uses cookies, as almost all websites do. Cookies are small text files stored by your web browser (e.g. Internet Explorer, Safari, Firefox) on your computer, tablet or mobile phone. This allows the website to provide basic functionality such as a browsing history for a particular user, or to count the total number of users currently viewing the site.

Some cookies on this site are essential, and the site won't work as expected without them. These cookies are set when you interact with the site by doing something that goes beyond clicking on simple links. I also use some non-essential cookies to anonymously track visitors or enhance your experience of the site. If you're not happy with this, I won't set these cookies but some nice features of the site may be unavailable. To control third party cookies, you can also adjust your [browser settings](#).

Other websites/third party websites:

This site, <http://www.proofreadingserviceuk.com>, contains links to other websites on the internet. Once you have used these links to leave this website you should be aware that I do not have any control over these websites and their content. The policies of these sites are not under my control, and I cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites. These sites are not governed by my Privacy Policy. Please exercise caution and look at the Privacy Policy applicable to each site.

By visiting this website and placing an order, you are consenting to the use of your information for the purposes detailed above.

Use the following links to return to the website or click www.proofreadingserviceuk.com.

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