

## **Black Cat Ink Privacy Policy**

### **Introduction**

Black Cat Ink is the trading name of Anna Robinson. I provide an editing and proofreading service to a range of clients, from third sector and arts organisations to students and self-publishing authors.

Black Cat Ink takes your privacy, and in particular your personal data, extremely seriously.

Here I will explain how Black Cat Ink securely stores the personal information that you share with me, how it is used and how you can contact Black Cat Ink to find out more.

### **Secure storage of your personal information**

The type of information Black Cat Ink collects and stores about you usually includes

- your contact details, ie your name, contact address, email and phone number
- information and documents relating to your project, eg project brief and the text itself
- invoice details

This information is used by Black Cat Ink to, for example, gather details about the project, create a project brief, answer queries, update you on progress and collect payment.

Your information is never used to contact you for marketing purposes, nor passed on to anyone else, unless you have agreed to this in writing or it is required by law (for example, to comply with Her Majesty's Revenue and Customs (HMRC)).

Your personal data is usually kept for the minimum length of time recommended by HMRC, which currently is six years from the date we stop working together. After this time, if I have not done so already, I will be happy to delete your data if you wish.

For editorial consistency, your project files are usually kept in case we work together again in the future. However, you are very welcome to ask me to delete them if you prefer.

In terms of practical storage and security, Black Cat Ink's laptops, mobile phone and email accounts are password-protected, with comprehensive virus protection and/or two-factor authorisation as appropriate.

In addition, client and project information is regularly backed up to an external hard-drive, which is also password-protected.

Black Cat Ink does not usually use cloud-based storage systems. Occasionally, WeTransfer may be used to send and receive files that are too large to email. WeTransfer's privacy statement can be found [here](#).

### **Sharing your personal information**

Any personal and sensitive information you provide to Black Cat Ink remains totally confidential.

Black Cat Ink never shares your personal details, except to complete internal accounts and comply with HMRC's tax procedures.

A rare example of when Black Cat Ink might share your information is when you have agreed to write a testimonial. In this case you still have the option to remain anonymous, so that your personal details are not included.

Black Cat Ink is registered as a sole trader and does not subcontract any work or allow anyone else to see your data.

If a situation occurred where Black Cat Ink needed to share your information with anyone, you will be contacted first to ask for your written permission.

### **Website and cookies**

By visiting the Black Cat Ink website, you agree to the terms of this privacy policy, including how your personal information is used and stored.

The Black Cat Ink website is hosted by Weebly. Their privacy policy can be found [here](#).

### **Cookies**

Cookies are small, anonymous files placed on your computer's hard drive as you browse. They allow you to navigate web pages more easily and also allow organisations to understand the behaviour of website visitors, by gathering statistics about which pages have been viewed and so on.

Black Cat Ink uses cookies and Google Analytics to collect basic details, such as which pages are being visited, but does not collect any personal data, such as the identity of visitors to the site.

If you prefer not to accept cookies automatically, it's possible to change your browser settings to restrict or disable them. However, this may affect how this website appears.

You can find more details about cookies, including how to disable them, on the Information Commissioner's website [here](#).

Google's privacy policy can be found [here](#).

### **Accessing your personal information**

Black Cat Ink complies with the General Data Protection Regulations (GDPR), which state that data subjects have the right to access and control their personal information. For more details about the GDPR, including your rights as a data subject, see the [Information Commissioner's website](#).

Black Cat Ink is always very happy to provide details of the personal data held about you, answer your questions about it and also to update or delete this information if you wish.

To find out more about the data Black Cat Ink holds about you, or if you have any questions or worries about how Black Cat Ink uses your personal data, please do not hesitate to get in touch.

email [hello@blackcatink.co.uk](mailto:hello@blackcatink.co.uk)

This privacy policy was last updated on 1 March 2020.