



Nicky Taylor Editorial

Fiction and creative non-fiction editing
for independent writers

Privacy Policy



Chartered Institute of Editing and Proofreading

Privacy Policy

This privacy policy sets out how I, Nicky Taylor, registered as autónomo (self-employed) and operating as Nicky Taylor Editorial, use and protect any information that you provide when you use this website. I am compliant with GDPR, the General Data Protection Regulations in force from 25 May 2018.

This privacy policy was last updated on 18 May 2018. If you have any questions about the privacy of your information, please contact me.

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General

Nicky Taylor Editorial is committed to ensuring that your privacy is protected. Should I ask you to provide certain information by which you can be identified when using this website then you can be assured that it will only be used in accordance with this privacy policy.

Nicky Taylor Editorial may change this policy from time to time by updating this page. You can check this page at any time to ensure that you are happy with any changes.

I will not sell, distribute or lease your personal information to third parties unless I have your permission or am required by law to do so.

What information do I collect on you?

I may collect the following information:

- Information that you provide by filling in the contact form on this website, including your name, your email address and other information relevant to your enquiry (e.g. details of your book or project).
- If we agree to work together, I will also ask for your postal address and intra community tax number (if applicable) to be used on invoices to fulfil my contractual obligations to the Agencia Tributaria (Spanish tax authority). I will also ask for a contact telephone number for my records, and the file(s) required for the work.
- Information about your use of my website, including pages viewed and the resources that you access. Such information includes traffic data, location data, browser usage, operating system and other communication data. Such information will not identify you personally. I use Google Analytics.

Financial information

I do not collect any financial information. On receipt of my invoice for services you will be asked to pay by an appropriate method.

What I do with the information

I require this information to respond to your enquiry and provide you with a better service. I may also use this information for the following reasons:

- Internal record keeping.
- If you agree to provide a testimonial for my website, I will include the name and details you provide.
- To improve my products and services or to let you know about new developments.
- I may periodically send promotional emails to you about special offers or other information which I think you may find interesting using the email address which you have provided. You will always be given the opportunity to opt out of such mailings.

Security

I am committed to ensuring that your information is held securely and so work with reputable hosts. However, the nature of the internet means that information sent electronically can be intercepted, therefore any information you send me is at your own risk.

Emails are stored on my password-protected email account. I do not have an external address book. Files are stored on my hard drive and/or in password-protected Microsoft Cloud and Dropbox accounts.

Links to other websites

My website contains links to enable you to visit other websites of interest easily. However, once you have used these links to leave my site, you should note that I do not have any control over that other website. Therefore, I cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy policy. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you receive an email from Nicky Taylor Editorial, you can reply to indicate that you do not want the information to be used by anybody for direct marketing purposes.
- If you have previously agreed to me using your personal information for direct marketing purposes, you may change your mind at any time by writing to me or emailing me using the contact form on this site.
- You may request details of personal information which I hold about you under the Data Protection Act 1998. If you would like a copy of the information held please contact me. If you believe that any information I am holding on you is incorrect or incomplete, please email me as soon as possible. I will promptly correct any information found to be incorrect.