

Privacy Policy for Micheala Frizelle Proof Reader

Effective Date: 01 March 2025

At Micheala Frizelle Proof Reader, we value and respect your privacy. This Privacy Policy outlines how we collect, use, and protect your personal information when you visit our website or engage in our services. By using our services or interacting with our website, you agree to the terms of this policy.

Information We Collect

We collect the following types of personal information:

- **Personal Identification Information:** When you contact us, sign up for our newsletter, or hire our services, we may collect your name, email address, phone number, and any other details you provide during communication.
- **Payment Information:** If you make a payment for services, we may collect billing information such as your credit card number or banking payment details. Note that we do not store your payment information directly; it is handled securely by our payment processing partner(s).
- **Communication Data:** Any messages, emails, or feedback you send us.

How We Use Your Information

We use the personal information we collect in the following ways:

- To provide proofreading and editing services.
- To communicate with you regarding your project, including updates, questions, or changes.
- To process payments and fulfil service agreements.
- To send occasional newsletters or marketing materials (if you have opted into this).
- To improve our website and services.

Data Security

We take the security of your personal information seriously. We implement appropriate physical, technical, and administrative safeguards to protect your data from unauthorized access, alteration, or destruction. However, no method of internet transmission or electronic storage is 100% secure, and we cannot guarantee absolute security.

Cookies

Our website may use cookies to enhance your user experience. Cookies are small files placed on your device that allow us to remember preferences, improve functionality, and analyse website usage. You can manage cookie preferences through your browser settings.

Sharing Your Information

We will not sell, trade, or otherwise share your personal information with third parties except in the following situations:

- With service providers who assist us in operating our website and conducting business, such as payment processors, hosting companies, and email service providers (who are contractually obligated to protect your information).
- To comply with legal obligations, such as responding to a subpoena, or government request.

Your Rights

You have the right to:

- Access, correct, or delete your personal information.
- Request that we limit or stop processing your personal information.
- Opt out of marketing communications at any time by using the unsubscribe option or contacting us directly.

Children's Privacy

Our services are not intended for individuals under the age of 13, and we do not knowingly collect personal information from children. If we become aware that we have inadvertently collected personal information from a child under 13, we will take steps to delete that information.

Changes to This Privacy Policy

We may change this privacy policy. In that case, the 'last updated' date at the bottom of this page will also change. Any changes to this privacy policy will apply to you and your data immediately.

If these changes affect how your personal data is processed, we will take reasonable steps to let you know.

Contact Us

If you have any questions or concerns about this Privacy Policy, or if you would like to exercise your rights related to your personal information, please contact us at:

Micheala Frizelle Proof Reader
mfproofreading@protonmail.com