

Jane Nizi Copywriting Privacy Notice

Who I am:

Jane Nizi Copywriting is the trading name for Jane Nizi. I'm totally committed to maintaining the trust and confidence of visitors to my website, my clients, colleagues and suppliers. This Privacy Notice outlines when, what and why I collect personal data, how I use it, the limited conditions under which I may disclose it to others, and how I keep it secure.

You may contact me in my capacity as Data Controller of the data under my powers, duties and liabilities, by writing to me at 2 Clive Street, Hereford, HR1 2SB or by sending me an email at nizi.jane@gmail.com

Website privacy

Cookies

Like most websites, mine also uses cookies to collect data. Cookies are small data files which are placed on your computer or device (PCs, smart phones or tablets) as you browse. They are used to remember when your computer or device accesses this website, they help it operate effectively and improve your user experience. The data collected includes pages viewed and your journey around the website. These cookies are not used to collect or record data on your name, address or other contact details. You can disable the use of cookies by changes your browser settings to reject cookies.

Google Analytics

When someone visits www.janenizicopywriting.com, I use a third-party service, Google Analytics, to collect standard internet log data and details of visitor behaviour patterns. I do this to find out things such as the number of visitors to the various parts of the site. This data is only processed in a way which does not identify anyone. I neither make or allow Google to make any attempt to find out the identities of those visiting our website.

Client, supplier and collaborator data.

Why I process your personal data.

I collect, store and use such personal data for the purposes of issuing a quote, provide copywriting services that you request or to comply with legal requirements. I do not use your personal data for marketing purposes. Personal data collected may include your name, postal address, email address, telephone number, and ID or tax number.

The legal basis for processing your data is to perform the services you request or to take necessary steps prior to fulfilling that request.

Who else receives your personal data?

As outlined in any project proposal, some texts are sent to colleagues for revision or editing, and all texts are treated as strictly confidential.

For administrative purposes, other parties may have access to your personal data, including my accountant, my website and email hosting services, and SaaS project management system. All these parties are GDPR-compliant.

How long I keep your personal data

Data in relation to quotes will be retained for up to six months. In the cases of work carried out, I am obliged to retain your personal data for five years to comply with tax obligations. I will delete email communication after five years.

Your data access rights

You are entitled to view, amend, or delete the personal data that I hold. Please email your request directly to me, and I will act upon this as soon as possible, within a maximum of one month from the date of your request.

Your right to complain

Should you have any concerns about how I process your personal data, please contact me.

Jane Nizi Copywriting may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 11/11/2022.

Our privacy policy

This privacy policy sets out how Jane Nizi Copywriting uses and protects any information that you give Jane Nizi Copywriting.

Jane Nizi Copywriting is committed to ensuring that your privacy is protected. Any personal or sensitive data you provide, either when using this website or in the course of communications with Jane Nizi Copywriting, will only be used in accordance with this privacy statement.

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What we collect

We may collect the following information:

- Name and job title
- Contact information including email address
- Demographic information, such as postcode, preferences and interests
- IP address
- Website usage data
- The page which 'referred' you to this website (e.g. a search engine)
- Source documents and reference materials

- Other information relevant to client enquiries
- Other information pertaining to special offers and surveys

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- To respond to requests for information and to provide the requested services.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we 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 statement. 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 are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at nizi.jane@gmail.com

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.