

# Privacy Policy

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**G Farrell Writer**

**Website:** <https://www.gfarrellwriter.com/>

## 1. Introduction

1.1 We are committed to safeguarding the privacy of our website visitors and service users.

1.2 This policy applies where we are acting as a data controller with respect to the personal data of our website visitors and service users; in other words, where we determine the purposes and means of the processing of that personal data.

1.3 We use cookies on our website. Insofar as those cookies are not strictly necessary for the provision of our website and services, we will ask you to consent to our use of cookies when you first visit our website.

1.4 In this policy, “we”, “us” and “our” refer to G Farrell Writer.

## 2. What personal data we collect

2.1 We may process the following categories of personal data about you:

(a) **Identity data** — including your name, title, and contact details such as telephone number and postal address;

(b) **Contact data** — including your email address;

(c) **Technical data** — including your internet protocol (IP) address, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access our website;

(d) **Usage data** — including information about how you use our website, the pages you visit, the time spent on those pages, referral sources, click patterns, and other analytical data;

(e) **Correspondence data** — including the content and metadata of any communications you send to us, including emails, chat messages, and support tickets.

## 3. How we use your personal data

3.1 We may process your personal data for the following purposes:

(a) providing our services to you, including the delivery of products, content, or information you have requested;

(b) sending you marketing communications, newsletters, and promotional materials (you may opt out of marketing emails at any time by clicking the unsubscribe link included in each email);

(c) analysing the use of our website and services to improve their performance, functionality, and user experience;

(d) complying with legal obligations and regulatory requirements applicable to our business;

## **4. Legal basis for processing**

4.1 We will only process your personal data where we have a lawful basis for doing so. The legal bases we rely on include:

(a) **Consent** — you have given us clear consent to process your personal data for a specific purpose. You have the right to withdraw your consent at any time by contacting us using the details set out below.

(b) **Legal obligation** — the processing is necessary for us to comply with the law.

(c) **Legitimate interests** — the processing is necessary for our legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect your personal data which overrides those legitimate interests.

## **5. Sharing your personal data**

5.1 We may disclose your personal data to the following categories of third parties:

(a) email service providers (such as Mailchimp) for the purpose of sending emails and managing our mailing lists;

(b) law enforcement agencies, regulatory bodies, and other authorities where we are legally required or permitted to do so.

5.2 We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **6. Data retention**

6.1 We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting, or reporting requirements.

6.2 To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure, the purposes for which we process your personal data, whether we can achieve

those purposes through other means, and the applicable legal, regulatory, tax, accounting, or other requirements.

6.3 In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes, in which case we may use this information indefinitely without further notice to you.

## 7. Your rights

7.1 Under data protection law, you have a number of rights in relation to your personal data. These include the right to:

- (a) **Access** — request access to your personal data (commonly known as a “subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- (b) **Rectification** — request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected.
- (c) **Erasure** — request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it.
- (d) **Restriction** — request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in certain circumstances.
- (e) **Portability** — request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format.
- (f) **Objection** — object to processing of your personal data where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground.

7.2 If you wish to exercise any of the rights set out above, please contact us using the contact details provided below.

7.3 You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive, or excessive. Alternatively, we could refuse to comply with your request in these circumstances.

## 8. Cookies

8.1 Our website uses cookies. A cookie is a file containing an identifier that is sent by a web server to a web browser and is stored by the browser.

8.2 For detailed information about the cookies we use and the purposes for which we use them, please refer to our cookies policy.

## **9. Children's privacy**

9.1 Our website and services are not intended for children under the age of 13, and we do not knowingly collect personal data from children under 13.

9.2 If we learn that we have collected personal data from a child under the age of 13, we will take steps to delete that information as quickly as possible.

## **10. Third-party links**

10.1 Our website may include links to third-party websites, plug-ins, and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you.

10.2 We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

## **11. Changes to this policy**

11.1 We may update this privacy policy from time to time by publishing a new version on our website.

11.2 You should check this page occasionally to ensure you are happy with any changes to this policy.

11.3 We may notify you of significant changes to this policy by email or through a notice on our website.

## **12. How to contact us**

12.1 If you have any questions about this privacy policy or our treatment of your personal data, please contact us:

12.2 by email: [contact@gfarrellwriter.com](mailto:contact@gfarrellwriter.com)

## **13. Supervisory authority**

13.1 You have the right to make a complaint at any time to a supervisory authority. In the United Kingdom, the supervisory authority for data protection issues is the Information Commissioner's Office (ICO).

13.2 The ICO's contact details are available at: <https://ico.org.uk/make-a-complaint/>.

13.3 We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

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