

Privacy Policy

Last Updated: August 8th 2023 by Judy Stones

Introduction

We at Encore Writing (“we”, “our”, “us”) share this Privacy Policy with you as a user or viewer of encorewriting.com

We want you to know how we use the information you share with us and how you can exercise your privacy rights. This Privacy Notice only applies to personal information that we collect through our website at <http://www.encorerwriting.com/>.

This Privacy Policy has been compiled to inform you how your ‘Personally Identifiable Information’ (PII) is used online by Encore Writing. PII is information that can be used (on its own or which other information) to identify, contact, or locate an individual or identify an individual in context. We process PII as a Data Controller, as defined by the General Data Protection Regulation.

Personal Information Encore Writing collects

When making an inquiry on this site, you will be asked to enter information to help us personalize your experience with Encore Writing. You may be asked to enter the following: name, email address

When do we collect information?

Encore Writing collects information from you when you subscribe to a newsletter or enter information on this site via the inquiry form.

You may decline to provide certain information to us, in which case we may not be able to provide you access to certain features and functionalities of the site.

How Encore Writing uses your personal information

Encore Writing may use the information we collect in the following ways:

Name: To verify your identity and address you correctly

Email address: To contact you, to share information and materials with you

Broad Location: To ensure we contact you at appropriate times

Why does Encore Writing collect your information?

To be able to contact you regarding your project and your content needs

To provide and operate the services

To comply with applicable GDPR laws and regulations

Who Encore Writing shares your personal information with

We share your personal information with the following types of third parties:

Service providers who help us operate this website and services

Marketing partners if you have opted-in to receive marketing communications

How does Encore Writing keep your information safe?

Our company is hosted on the Wordpress.com platform. Wix.com provides us with the online platform that allows us to sell our services to you. Your data may be stored through Wordpress.com's data storage, databases, and the general Wordpress.com applications.

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

We use appropriate technical and organizational measures to protect the personal information that we collect and process about you. The measures we use are designed to provide a level of security appropriate to the risk of processing your personal information. Some of the specific measures we use include: regularly assessing all our systems security measures and protocols to ensure data is kept as securely as possible as well as using an SSL.

How does Encore Writing communicate with you?

Encore Writing may contact you to share updates if you have opted in to receive a newsletter or to enforce our user agreement, applicable national laws, and any agreement we may have with you.

Encore Writing will also contact you in order to effectively deliver our services to you whilst you are working with us.

Data retention

We retain personal information we collect from you where we have an ongoing legitimate business need to do so (for example, to provide you with a service you have requested or to contact you effectively whilst you're working with us).

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymize it or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

Your Rights

You have the right to access, correct, or delete the personal information that Encore Writing holds. You also have the right to object to or restrict the processing of your personal information.

Tracking

Encore Writing does not currently make use of any cookies to track you in any way.

Contact Us

If you have any questions or concerns about our Privacy Policy, please contact me at judy@encorewriting.com

In compliance with the GDPR, you have the right to access the information we have about you by emailing us at judy@encorewriting.com with "Privacy Policy" in the subject line. We must be able to verify your identity before providing you with an electronic copy of your information.

We will comply with any request to correct, delete, or withdraw consent to our use of your information.

If you feel the rights granted to you have been violated, you agree to contact Encore Writing as soon as possible at judy@encorewriting.com with "Privacy Policy" in the subject line.