

WRITE EXAMPLE RESOURCES LTD PRIVACY POLICY

Welcome to Write Example Resources Ltd's Privacy Policy.

This site and all services associated with this site, are overseen by Write Example Resources Ltd a company registered in England and Wales under Company number 11644891) (we and us).

Our registered address is Apt 24375, Chynoweth House, Trevisson Park, Truro, TR4 8UN

Write Example Resources Ltd's are defined under the General Data Protection Regulations as being the data processor and the data controller.

Under Article 4(7) of GDPR, a Data Controller means any entity which alone or jointly with others determines the means and purposes of processing personal data

Under Article 4(7) of GDPR, a Data Processor is any entity which processes the personal data on behalf of the controller.

PURPOSE OF THIS PRIVACY POLICY

This privacy policy aims to give you information on how Write Example Resources Ltd and processes your personal data through your use of this website, including any data you may provide through this website when you sign up to our services or when you are engaged by us, for the provision of any services.

Any contractual arrangements entered into will be between adults. By the nature of our service, we will, on occasion store the name of a person under the age of 18. Any names of minors, stored by us, will be anonymized so not easily recognizable.

It is important that you read this privacy policy together with any other privacy policy or fair processing policy we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

This privacy policy supplements other notices and privacy policies and is not intended to override them.

CONTACT DETAILS

If you have any questions about this privacy policy or our privacy practices, please contact us at info@writeexample.co.uk

CHANGES TO THE PRIVACY POLICY AND YOUR DUTY TO INFORM US OF CHANGES

We keep our privacy policy under regular review. This version was last updated on **28-11-2018**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

WEBSITE THIRD-PARTY LINKS

This 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.

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.

THE DATA WE COLLECT ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (*anonymous data*).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.
- **Contact Data** includes billing address, email address and telephone numbers.
- **Financial Data** (where applicable) this includes bank account and payment card details.
- **Transaction Data** includes details about payments to and from you and other details of products and services you have purchased from us.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this website.
- **Usage Data** includes information about how you use our website, products and services.
- **Criminal Record Checks.** Only where we are required by duty of law will we collect this form of data.

IF YOU FAIL TO PROVIDE PERSONAL DATA

Where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (*for example, to provide you with services*).

In this case, we may have to cancel a product or service you have with us, or renege on any offer of employment or engagement. Should the aforementioned arise, we will notify you if this is the case at the time.

HOW IS YOUR PERSONAL DATA COLLECTED?

We use different methods to collect data from and about you include through:

Direct interactions (Website and B2C interaction). You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:

- Order the delivery of our service;
- give us feedback or contact us.

Indirect means (Website Only). by visiting our website you may be subject to cookies being stored by us. The storing of cookies can be deactivated, but with each visit to our site, where deactivation has not been chosen, cookies will be stored.

HOW WE USE YOUR PERSONAL DATA

We use Personal Information to do some or all of the following:

- Communicate with you as part of our business;
- Send you information regarding changes to our policies, other terms and conditions;

- Provide improved quality, training and security and manage other commercial risks;
- Personalize your experience by presenting tailored information, advertisements and opportunities to you;
- Facilitate social media sharing functionality;
- Resolve complaints, and handle requests for data access or correction;
- Comply with applicable laws and regulatory obligations (*including laws outside your country of residence*), such as those relating to anti-money laundering and anti-terrorism; comply with legal process; and respond to requests from public and governmental authorities (*including those outside your country of residence*);
- Establish and defend legal rights; protect our operations or those of any of our group companies or insurance business partners, our rights, privacy, safety or property, and/or that of our group companies, you or others; and pursue available remedies or limit our damages.
- Conduct relevant checks and inspections on those who seek to be engaged by us on an employee basis or via independent contractor status

PURPOSES FOR WHICH WE WILL USE YOUR PERSONAL DATA

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal grounds, we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To process and deliver our service to meet your requirements, including: (a) Manage payments, fees and charges (b) Create Username and Passwords (c) Provide you with invoices for payments	(a) Identity (b) Contact (c) Financial (d) Transaction	(a) Performance of a contract with you (b) Necessary for our legitimate interests
To manage our relationship with you which will include: (a) Notifying you about changes to our terms or privacy policy (b) Responding to any complaints issued	(a) Identity (b) Contact	(a) Performance of a contract with you (b) Necessary to comply with a legal obligation (c) Necessary for our legitimate interests (<i>to keep our records updated and to study how customers use our products/services</i>)

(c) Criminal Record Checks (<i>where applicable</i>)		
To administer and protect our business and this website (<i>including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data</i>)	(a) Identity (b) Contact (c) Technical	(a) Necessary for our legitimate interests (<i>for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise</i>) (b) Necessary to comply with a legal obligation
To use data analytics to improve our website, products/services, marketing, customer relationships and experiences	(a) Technical (b) Usage (c) Identity (d) Contact	Necessary for our legitimate interests (<i>to define types of customers for our products and services</i>)

MARKETING

We currently employ a targeted marketing strategy within our business.

OPTING IN & OUT

You will not receive marketing material unless you actively seek to opt into the service. At any time after opting into being a recipient of marketing, you can opt-out of receiving any marketing material.

COOKIES

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly.

For more information about the cookies we use please read our cookie policy.

CHANGE OF PURPOSE

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

DISCLOSURES OF YOUR PERSONAL DATA

We may share your personal data with third parties for the purpose of fulfilling the role required of us.

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.

DATA SECURITY

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

DATA RETENTION

HOW LONG WILL YOU USE MY PERSONAL DATA FOR?

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.

We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

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 of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal, regulatory, tax, accounting or other requirements.

YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These rights include your right to:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

If you wish to exercise any of the rights set out above, please contact us.

NO FEE USUALLY REQUIRED

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.

WHAT WE MAY NEED FROM YOU

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (*or to exercise any of your other rights*). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

TIME LIMIT TO RESPOND

We try to respond to all legitimate requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

