Privacy Statement Text

I, Dr Heather Haynes, am registered as a sole trader, operating as The Thesis Professor, offering freelance editing, copy-editing and proofreading services to a variety of clients.

This privacy policy describes what data I require, how I use it and how I am compliant with GDPR, the General Data Protection Regulations in force from 25 May 2018.

This privacy policy was last updated on 09 February 2025.

What information do I collect from you and why?

When you contact me, I request the following:

- your name

- your email address for me to respond to you

- project details and sample (though sometimes this is not provided at this stage)

If we agree to work together, I collect the following additional information:

- postal address to be used on invoices to fulfil my contractual obligations to HMRC (the UK tax authority)

- file(s) required for the work

Where do I store the data?

Emails are stored on my password-protected email account. I do not have an external address book.

Files are stored on my password-protected cloud-storage account, though if you do not want me to do this, I can store the working files on an offline password protected storage device until I have returned the work. Files are returned via email or secure third-party transfer server and a 7 day period is provided for you to access and review these files. Files on the transfer server will automatically delete after 7 days.

How long do I keep the data for?

Your personal data, i.e. name and address, is kept for a minimum of seven years to comply with my obligations to HMRC, the UK tax authority.

Unless requested otherwise, I will keep your files for the same length of time, though I am more than happy to delete them sooner if you request this. Should this take place, I will send an email to confirm it.

Do I share your data?

Unless I am audited by HMRC, I do not share your data with anyone.

The exception to this is in *force majeure*[1] scenarios, in which case my husband, Dr Rick Haynes, will have access to my emails to contact current clients to advise if my situation will affect the schedule or my ability to complete a project. Dr Rick Haynes will not save or copy those details

---

[1] Events beyond the Company's reasonable control.

to his own files and will make it clear in the email that he is the author of the email, even if it is coming from my email account.

If you agree to provide a testimonial for my website, I will include the name and details you provide.

I do not subcontract work, nor do I discuss your project with third parties or on the internet/social media without prior permission. If I cannot take on a project, I might provide details of other editors or proofreaders for you to contact. At the same time, I will let the person I am mentioning to you know your first name and to possibly expect you to get in touch. I will provide no further details to the potential editor or proofreader.

I use Google Analytics to track traffic volume to my website and see what search terms are being used. I do not place cookies on your computer, nor do I use any paid-for Google advertising features to gain personal data.

Questions

If you have any questions about what data I have about you or want me to remove you from my systems, please contact info@TheThesisProfessor.com.