

# Privacy Policy

## Who I am

I'm Lottie Fyfe, a sole trader providing copy/content writing, editorial and translation services.

## What data I collect

If you contact me, I'll collect the information you choose to share – usually your name, email address, and the details of your enquiry.

## How I use your data

I use your details only to:

- Reply to your enquiry
- Provide the services you've requested
- Keep necessary records for my accounts and tax obligations

## Lawful basis for processing

I process your personal data on the basis of:

- **Pre-contract:** to take steps at your request before working together
- **Legitimate interest:** to run my business and respond to enquiries
- **Legal obligation:** to keep certain records for tax purposes

## How I store your data

Your data is stored securely in my email account and, if we work together, in my accounting records. I use reputable, password-protected services and two-factor authentication where available.

## How long I keep your data

- Enquiries: up to 1 year after our last contact
- Client records: up to 6 years to meet legal requirements

## Who I share your data with

I don't share your personal data with anyone unless required by law.

## Your rights

You can ask me to:

- Give you a copy of your personal data
- Correct any errors
- Delete your data (unless I need to keep it for legal reasons)

## Contact me

For any privacy questions or to exercise your rights, email me at: [lottiefyfe.freelance@outlook.com](mailto:lottiefyfe.freelance@outlook.com)