

## **Words & Numbers**

### **Privacy Policy**

This privacy policy sets out how Words & Numbers (W&N) uses and protects any information that you give W&N when you use the services offered.

W&N is committed to ensuring that your privacy is protected. Any information provided by you when using our services will be used only in accordance with this privacy statement.

W&N may change this policy by updating this document. We, therefore, encourage you to check the latest version of this privacy policy before commencing any new work with us. This policy is effective from 11 October 2022.

#### **1 What we collect**

We receive information from you in the form of emails (via Gmail, a secure email system) or other electronic means (such as Dropbox or Google Drive, via password-protected accounts). Documents are stored locally on password-protected computers and in the cloud (such as Dropbox). We collect only the information necessary for preparing a quote, fulfilling the required services (such as a document to be edited), invoicing or related business functions. To ensure the consistency of our services, documents may be retained by us but can be deleted upon request.

We do not share any of your information with third parties except to the extent necessary to complete jobs or as mandated by law.

#### **2 Data protection**

We are committed to ensuring that your information is secure.

To prevent unauthorised access, maintain data accuracy and ensure the correct use of information, W&N has put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect. However, since the transmission of data or information over the internet or other publicly accessible networks is not secure and is subject to possible loss, we do not accept any liability for any damage you may experience or costs you may incur as a result of transmissions to and from W&N.

While we take all commercially reasonable efforts to safeguard the privacy of the information you provide us and treat such information in accordance with this privacy policy, under no circumstances will the information you provide to us be deemed confidential, create any fiduciary obligations to you on our part or result in any liability to you on our part in the event that such information is inadvertently released by us or accessed by third parties without our consent.

W&N and its Agents will not be liable in respect of any claims or proceedings that arise out of the use or dissemination of personal information relating to you, as set out in this privacy policy.

#### **3 Non-disclosure agreements**

If required, we will enter into a non-disclosure agreement with you.

#### **4 Invoicing**

Most invoices are generated locally and stored on the cloud. They are secured in the same way that other documents are secured by us. We can also generate invoices by PayPal, via a password-protected account. These invoices are not downloaded locally. Invoices contain a minimal amount of data to identify the recipient (such as your accounting department), the contact and the job being invoiced for. Invoices are retained indefinitely.

Our financial transactions are stored in a password-protected spreadsheet. These contain minimal information about a client, such as the client's name and a brief description of the job. A history of transactions is retained indefinitely.

## **5 Governing law and venue**

This privacy policy is governed by the laws of Scotland, UK. Any dispute arising out of or in connection with this privacy policy, including any disputes regarding its existence, validity or termination, shall be settled by Simple Procedure if the claim is under £5,000 (per the Act of Sederunt (Simple Procedure) 2016) or by Ordinary Procedure (per Schedule 1, Chapter 40, the Act of Sederunt (Sheriff Court Ordinary Cause Rules) 1993) or by other appropriate alternative dispute resolution if the claim is over £5,000.

## **6 Contact**

If you have any questions or concerns about this privacy policy, please contact our senior editor at [jonathan.webley@gmail.com](mailto:jonathan.webley@gmail.com).