



Privacy policy for [Life-edit.net](https://life-edit.net).

The purposes for which we will use and process your data

If you are a client we will process your data in accordance with the contract you have signed with us. We will also process your data in accordance with any legal obligations we have.

If you are a potential client we will only use your data in relation to providing you with details and information about the potential working relationship. If you do not become a client, any personally identifiable information we hold about you will be destroyed, unless you explicitly consent to us retaining that information.

If you have signed up to our Substack or email list we will use your data only for that purpose.

We will inform you at the time of collecting your data what it will be used for.

The lawful basis for which we will process your information

Under **GDPR** we have to make everyone whose data we hold or whose data we may be collecting aware of the lawful basis under which we will be processing your data. Life-Edit will be processing your information under the lawful basis of:

Contract

As part of our contract to provide you with our services we will process your data for reasons of invoicing and payment and any legal obligations surrounding this such as for tax purposes.

Consent

When you sign up to any of our email lists or Substack we will ask you for consent to contact you using the details given. You have the right to withdraw this consent at any time by contacting us via the details above.

Legitimate Interest

There may be times when we use your information if we feel there is a reason of legitimate interest to do so. This means if we have some information which we feel could be useful to you or your business. For example, to inform you of changes to our privacy policy. We may also contact you to inform you of changes to our business or new services that we offer if we deem them to be relevant to you. You have the right to object to your data being used in this way and if you do object, please contact us via the details above.

Third parties



Most of our data we collect directly from you.

The only time we receive data from a third party is when work is referred to us from another company. The information we are given is minimal and only what is necessary to make contact with you; name and email address or phone number. In this situation, when we first have direct contact with you, we will ensure the information we have about you is correct and we will only use the data in relation to the work we are undertaking for you and on occasion under the lawful basis of legitimate interest as outlined above.

When we have a contract with you, on occasion we have to share some of your data with third parties in line with legal obligations such as for accounting and tax purposes. When doing this we will only share what is necessary.

Retention periods

We will retain your information for as long as we feel it is relevant or necessary and we will check that your details are still correct if a significant period of time has passed since last contacting you.

If we have a contract with you and your details are relevant to us for tax purposes, we will keep your data for at least five years after the submission deadline of the relevant tax year.

We will retain your information for as long as we feel it is relevant or necessary and we will check that your details are still correct if a significant period of time has passed since last contacting you.

If we have a contract with you and your details are relevant to us for tax purposes, we will keep your data for at least six years after the submission deadline of the relevant tax year.

Your rights and your data

You have the right to request to see the information that we hold about you.

You have the right to rectification, which means the right to ask us to amend any data we hold about you which is not accurate.

You have the right to request that we delete your data. In some circumstances this may not be possible if we need to retain some of your data to comply with legal obligations that we have. We will notify you if this is the case.

You have the right to restrict processing, which means to inform us if you only wish us to use your data for certain purposes. For example, if we are unable to delete your data because of tax purposes you can request that this is the only reason we will hold it and we will not contact you for any other reason.



You have the right to change or withdraw consent that you have given about how your information or data may be used.

If you wish to exercise any of your above rights please contact us via the details above.

Complaints

If you have a complaint about how your data is being used by us, you have the right to make a complaint to The Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.