

KatherineMasters.co.uk Privacy Policy

Effective date: August 2026

Privacy policy

This Privacy Policy explains how I collect, use, store and protect your personal information when you visit my website or contact me regarding my freelance writing services.

I am committed to protecting your privacy and handling your personal information responsibly and in accordance with applicable UK data protection law.

Who I am

Name: Katherine Masters

Website: katherinemasters.co.uk

Email: katherine.jane.masters@gmail.com

I am the data controller responsible for the personal information collected through this website.

What information I collect

When you contact me through the website or by email, I may collect:

- Your name
- Your email address
- Your telephone number (if you provide it)
- The contents of your enquiry or message
- Any other information you choose to provide

My website may also collect certain technical information automatically, such as:

- Your IP address
- Browser type
- Device information
- Pages visited
- Date and time of your visit

This information may be collected through cookies or website analytics services.

How I use your information

I use your personal information to:

- Respond to your enquiries
- Discuss potential projects
- Provide freelance writing services
- Prepare quotations or proposals
- Manage ongoing client relationships
- Meet legal or accounting obligations
- Improve the performance and security of my website

I will not use your personal information for unrelated purposes without informing you.

Lawful basis for processing

Under UK data protection law, I rely on one or more of the following lawful bases:

- To take steps at your request before entering into a contract.
- To perform a contract with you.
- My legitimate interests in responding to enquiries and running my freelance writing business.
- Compliance with legal obligations where applicable.

How long I keep your information

I keep personal information only for as long as necessary for the purposes for which it was collected.

Enquiries that do not become client projects are normally retained for up to 12 months unless there is a legitimate reason to keep them longer.

Client records may be retained for longer where necessary for accounting, tax or legal purposes.

Sharing your information

I do not sell or rent your personal information.

Where necessary, I may share your information with trusted service providers who help me operate my business, such as:

- Website hosting providers
- Email service providers
- Cloud storage providers
- Professional advisers (such as accountants)
- IT support providers

These providers are only given access to the information necessary to perform their services and are expected to protect your data appropriately.

I may also disclose information where required by law.

Website cookies

My website may use cookies to ensure the site functions correctly and to understand how visitors use the website.

Where required by law, I will ask for your consent before placing non-essential cookies on your device.

You can manage or disable cookies through your browser settings.

Keeping your information secure

I take reasonable technical and organisational measures to protect your personal information against unauthorised access, loss, misuse or disclosure.

However, no method of transmitting information over the internet is completely secure, and I cannot guarantee absolute security.

Your rights

Depending on your circumstances, you may have the right to:

- Request access to your personal information.
- Request correction of inaccurate information.
- Request deletion of your personal information.
- Request restriction of processing.
- Object to certain processing.
- Request transfer of your personal information where applicable.
- Withdraw consent where processing is based on consent.

If you wish to exercise any of these rights, please contact me using the details below.

Contact

If you have any questions about this Privacy Policy or how I handle your personal information, please contact:

Katherine Masters

Email: katherine.jane.masters@gmail.com

Website: katherinemasters.co.uk

Complaints

If you are unhappy with how I have handled your personal information, I would appreciate the opportunity to address your concerns first.

You also have the right to make a complaint to the UK's Information Commissioner's Office (ICO).

Changes to this privacy policy

I may update this Privacy Policy from time to time to reflect changes to my business or legal requirements.

The latest version will always be published on this page.