



PRIVACY POLICY

This policy explains how we, WriteStars Ltd of 43 Berkeley Square, Mayfair, London, W1J 5FJ, use your personal data which you provide to us when using our website, www.writestars.co.uk. We take our responsibilities for managing your personal data seriously.

When we refer to your “personal data” or “personal information” we mean any information that identifies you as a person.

Collecting your personal data – our relationship with you

We collect personal information from you when you register with us on our website or over the telephone such as your name, postal address, email address and/or telephone number. The collection of this personal data is essential to enable us to provide our services to you. Your personal data is collected and stored by us in a secure and safe manner.

From time to time we may run competitions or undertake surveys through our website and in doing so we may request that users provide certain information such as their contact details. This is on a voluntary basis and individuals may choose not to participate and not to provide the information. If you win a competition, your name and postal address may be passed on to couriers or other delivery agents in order to deliver your prize and we would contact you to seek your prior permission to publish a winning entry on our website.

If you decide to purchase any services from us online, or pay a competition entry fee online you will be directed to PayPal. PayPal administer payments from you to us and we do not have access to your payment details as these are handled and processed by PayPal who act as a data controller in this context. You can view PayPal’s privacy policy here:

<https://www.paypal.com/uk/webapps/mpp/ua/privacy-prev>.

If you choose to pay for services or competition entry fees by cheque or bank transfer, we will process that information.

Sharing your personal information with third parties

In order to provide our services and operate our website, we use various third parties which are carefully selected by us. These parties include companies such as Apple (cloud services), One.com (web hosting services) and Red13 (Website design services). These third parties have in place policies and procedures to ensure adherence to the General Data



Protection Regulation ('GDPR'). In some circumstances, your data may be transferred to or stored at a location outside the European Economic Area ('EEA') or processed by individuals acting for one of our suppliers. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and the GDPR. Where it is necessary to process data outside the EEA, we ensure that the relevant third party processing the data has either provided the required contractual undertakings as specified by the EU or is a signatory to the EU-US Privacy Shield Framework.

There are certain scenarios where we may have to share your personal information with other parties (not listed in this policy) and examples of these scenarios are set out below:

- For legal reasons, we may be required to share your data with law enforcement agencies, governments etc. This may be as part of an investigation, or it may be to prevent fraud prevention.
- Where your data may be required to protect against harm to the rights of property or person as permitted by law.
- Where your data may be required to prevent or protect against serious physical harm to an individual.
- If we are involved in an acquisition, a merger, sale of assets, or liquidation. If any of these circumstances arose, appropriate undertakings would be obtained from the third party.

Personal information may also be collected automatically using cookies.

Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

Whilst we currently do not use cookies on our site, we reserve the right to do so in the future so as to enable us to track website usage on our site. This may include Google Analytics - qca, __qcb, __utma, __utmb, __utmc, __utmz. These cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they have visited and the devices and browsers the visitor is using. We may use the information to compile reports and to help us improve the site and in turn our services to you. To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.

Social Media Cookies – We may use various social media sites including www.facebook.com and www.twitter.com. Social media cookies permit members of various



Social Media websites the ability to like, share and bookmark various pages within www.writestars.co.uk. You can find out how to block these cookies for your particular browser by clicking "help" on your browser's menu or by visiting <http://www.allaboutcookies.org/manage-cookies/index.html>.

We use PayPal to accept and process payments from our customers. PayPal uses various cookies on its site in order to record your account information and the items which you want to purchase. You can learn more about the cookies which PayPal uses and how it processes personal data by going to https://cms.paypal.com/cgi-bin/marketingweb?cmd=_render-content&content_ID=ua/Privacy_full&locale.x=en_US.

Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third-party cookies. For example, in Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org.

Access to your personal data – your rights and contacting us

You have the right to request a copy of the personal information we hold on you, a 'subject access request'. There is no fee for this. However, requesting subsequent copies of such information within an unreasonably short period may be chargeable.

You also have the right to have any inaccuracies corrected or removed and in certain circumstances you may ask us to erase your personal data. If you would like us to erase the personal data we hold about you, please get in touch specifying why you would like us to do so. You may also instruct us to cease processing your data if no longer relevant, or if there are no other legal or contractual obligations for us to do so.

If you have any enquiries and/or wish to exercise any of your rights in this privacy policy please contact us by email at info@writestars.co.uk.

You also have the right to make a complaint about our data processing activities to the Information Commissioner's Office. Further details can be found at <https://ico.org.uk>.

Retention of Data

We hold your personal data only for as long as is necessary to provide our services to you.



Other Websites

Our website may have links to other websites. This Privacy Policy only applies to this website and not those of other sites. You should therefore read the privacy policies of the other websites when you are using those sites.

Updates

This Privacy Policy is reviewed by us on a regular basis and may be updated from time to time. Please ensure that you are familiar with these changes.

May 2018.