



ANY TIME
PROOFREADING

Delilah Sao Joao

Proofreader and Copyeditor

+27 (0)82 293 0971

delilah@anytimeproofreading.co.za

anytimeproofreading.co.za

Privacy Policy

We are extremely concerned with protecting your privacy and confidentiality.

This is the privacy statement of Any Time Proofreading. In this document “we” or “us” refers to www.anytimeproofreading.co.za.

This statement will advise you of our policy regarding all personal information that is retained by our company, regardless if the information could identify you or not.

We understand that all users of our website are rightly concerned that their data not be used for any purpose unintended by them and will not accidentally fall into the hands of a third party. Our policy is both specific and strict, and it complies with South African law. If our policy falls short of your expectations or you believe we are failing to abide by our policy, *please tell us*.

We regret if there are any points below, which you find unsatisfactory, your only recourse is to leave our website immediately.

Except as set out below, we do not share, sell, or disclose any personally identifiable information collected at this site to a third party.

Here is a list of the information we collect from you, whether through our website or provided by you in some other way, and why it is necessary to collect this information:

Business and personal information

This includes basic identification and contact information, such as your name and contact details, and includes all information given to us in the course of your business and ours and information you provide in your capacity as our client.



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We undertake to preserve the confidentiality of this information and of the terms of our relationship. It is not used for any other purpose. We expect that you will reciprocate this policy.

This information is used:

- to provide you with the services you request;
- to verify your identity for security purposes;
- to market our services and products.

Any information, which does not identify an individual, may be used in a general way by us or third parties to provide class information. For example, information relating to demographics or usage of a particular page or service.

We keep information, which forms part of our services record, for a minimum of six years. This is required in the event we need to support a claim or defence in court and is also the period of time required by our tax collecting authorities.

Your domain name and email address

This information is recognised by our servers and the pages you visit are recorded. We shall not, under any circumstances, divulge your email address to any person who is not a contractor of ours and who does not need to know either generally or specifically.

This information is used:

- to correspond with you or deal with you as you expect;
- in a collective way for the purpose of quality control and improvement of our site. This information is not related to any particular individual;
- to tell you about our other services or services of our sister websites.



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Website usage information

We may use software embedded in our website (such as JavaScript) to collect information about pages you view and how you have reached them: what you do when you visit a page, the length of time you remain on the page, and how we perform in providing content to you. We do not presently associate such information with an identifiable person.

Financial information relating to your credit cards

This information is never taken by us through our website or otherwise.

Credit reference

To assist in combating fraud, we share information with credit reference agencies. This information relates to clients or customers who instruct their credit card issuer to cancel payment to us without having first provided us with an acceptable reason or giving us the opportunity to refund their money.

Third-party tools

We may use third-party tools on our website. In doing so, those parties, their agents, or other companies working for them may use technology that automatically collects your IP address when they send the tools that appear on our website to your browser. They may also use other technology, such as cookies or JavaScript to personalise the content of and measure the performance of these tools. We do not have control over these technologies or the data that these parties obtain. Accordingly, this privacy policy does not cover the information practices of these third parties.



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Information we obtain from third parties

Although we do not disclose your personal information to any third party (except as set out in this notice), we do receive data, which is indirectly composed of your personal information, from software services such as Google Analytics and others. No such information is able to identify you.

Cookies

Cookies are small text files that are placed on your computer's hard drive through your web browser when you visit a website. They are widely used to make websites work more efficiently as well as provide information to the owners of the site.

Like all other users of cookies, we may request the return of information from your computer when your browser requests a web page from our server.

Cookies enable our web server to identify you to us and to track your actions and the pages you visit while you use our website.

The cookies we use may last for a single visit to our site (they are deleted from your computer when you close your browser) or may remain on your computer until you delete them or until a defined period of time has passed.

Although your browser software enables you to disable cookies, we recommend that you allow the use of cookies in order to take advantage of the features of our website that rely on their use. If you prevent their use, you will not be able to use all the functionality of our website.



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Here are some of the ways we use cookies:

- to allow essential parts of our website to operate for you.
- to collect information about how visitors use our site. We use this information to improve your experience of our site and enable us to increase sales. This cookie collects information in an anonymous form, including the number of visitors to the site, where visitors have come from, and the pages they visited.

Remarketing

We may use remarketing from time to time. This involves Google or some other supplier placing a tag or marker on your website in order to be able to serve you an advertisement for our products or services when you visit some other website.

Affiliate information

This is information given to us by you in your capacity as an affiliate of us or a customer or client of ours. Such information is retained for providing our services only. We undertake to preserve the confidentiality of the information and of the terms of our relationship. It is not used for any other purpose. We expect any affiliate to agree to reciprocate this policy. As an exception to this, we have the right to disclose your first name and URL of your affiliate connection to other affiliates and to any other person or organisation on and offsite. The reason is solely to enable us to mention winners and others whose performance as an affiliate is in some way outstanding.

Use of site by children

We do not market to children, nor do we sell products or services for purchase by children. We do sell products and services for end use by children, only for purchase by adults. If you are under 18 years of age, you may use our website only with the consent of a parent or guardian.



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Privacy Policy

Disclosure to government and their agencies

We are subject to the law like everyone else. We may be required to give information to legal authorities if they so request or if they present the proper authorisation, such as a search warrant or court order.

Compliance with the law

This confidentiality policy has been compiled to comply with the law of every jurisdiction in which we aim to provide our services. If you think it fails to satisfy the law of your country, we should like to hear from you, but it is ultimately your choice if you wish to use our website.

Changes to these terms

We may, from time to time, update these terms. When we do, we will revise the last updated date at the bottom of this page. We encourage you to check this page for any changes to stay informed about what personal information we collect and how we use it.

If you have any questions regarding the privacy policy, please contact us through the [contact page](#).

These terms were last updated on 17 November 2018.

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