



Swift Science Writing Ltd.

Privacy Notice

1. Our GDPR principles:

- we take data privacy very seriously, and will never sell your data to third parties
- we will treat all personal data fairly and lawfully
- we will provide a copy of any personal data held, if requested
- we will only hold personal data for specified and lawful purposes, such as meeting contractual obligations
- we will endeavour to hold relevant and accurate personal data, and where practical, we will keep it up to date
- we will not keep personal data for longer than is necessary
- we will apply strategies to keep all personal data secure
- your data is held in two places: on a working computer and on a backup disk, which are accessed by the Data Protection Officer of Swift Science Writing Ltd., Stephanie Swift.