

Tom Stevens. Privacy Policy.

What kind of information you collect:

- Contact information
- Your email address, when you subscribe to my mailing list
- Information essential to performing tasks for clients
- Analytical data

How you collect and use that information:

- Through email and/or encrypted messages
- Contact information is used for business communication and/or my opt-in mailing list
- Project specific information is used for the tasks as instructed by clients

How you store and protect that information:

- All information is stored on cloud systems with industry standard protections in place
- After 12 months data is removed unless required to be kept longer by law

Third Parties

- Where data is saved with any third party all such third parties are chosen conscientiously to ensure that there are adequate safeguards in place for protecting any transferred data. These services include: Internet resources; hosting server(CloudAbove or SiteGround); mailing list management(Mailerlite); cloud backup(Google); accounting(Xero).

Contact Information

- To update your preferences, review or update your information, submit a request, raise any issues regarding the processing of your personal data or raise any questions, comments, or concerns about the Policy please contact:

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Version 1.2 Updated: June 2024

History 1.0 – Initial Release

- 1.1 – Third party CloudAbove added. Updated contact information section to provide additional context for queries in regard to this policy.
- 1.2 – Information pertaining to my mailing list added.