



Privacy Policy

Effective Date: 26 June 2025

At **True North Revisions**, your privacy is as important to me as it is to you. This Privacy Policy outlines how your personal information is collected, used, and protected when you engage with my services or visit my website.

1. Information I Collect

I may collect and store the following types of information:

- **Contact Information:** Name, email address, phone number, and mailing address (if provided).
 - **Project Materials:** Documents and content shared for copyediting or proofreading purposes.
 - **Payment Information:** Payment details are processed securely through FreshBooks Payments (powered by Stripe) and are not stored directly on my servers.
 - **Website Usage Data:** Non-personal data (e.g., browser type, IP address) collected through cookies or analytics tools to improve website performance.
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2. How Your Information Is Used

Your information is used solely for the purpose of:

- Communicating about your project or inquiry
- Providing copyediting or proofreading services
- Sending invoices and receiving payment
- Improving the website and client experience
- Complying with any applicable legal obligations

I will **never** sell, rent, or trade your personal information to third parties.

3. Document Confidentiality

Your writing is your intellectual property, and I treat it with the respect it deserves. I will never share, publish, or discuss your documents with anyone without your written permission—unless legally required.

I retain all client files and correspondence for a reasonable period after the completion of a project, unless you request otherwise. After this time, files may be securely deleted.

4. Cookies & Analytics

Like most websites, mine uses cookies and third-party analytics (in my case, Google Analytics) to understand how visitors use the site. This helps me improve user experience, but it doesn't collect anything personally identifiable unless you fill out a form.

You can disable cookies in your browser settings if you prefer.

5. FreshBooks Payments

I accept payments via FreshBooks Payments, powered by Stripe. All payment details are handled by them—safely and securely. I don't have access to your card numbers or bank information.

6. Third-Party Services

I may use trusted third-party services (such as payment processors, website hosts, and analytics providers) that have their own privacy policies. I ensure they meet high standards for privacy and data protection.

7. Your Rights

You have the right to:

- Access the personal data I hold about you
- Request corrections or deletions
- Withdraw consent for data use (where applicable)

To exercise these rights, please contact me at clatham@truenorthrevisions.com.

8. Children's Privacy

My services are not directed at individuals under the age of 18. I do not knowingly collect personal data from children. If my services are requested for an individual under the age of 18, parental consent is required.

9. Policy Updates

If I make any significant changes to this policy, I'll update the date at the top and post the new version here. I recommend checking back occasionally if privacy is important to you (which it should be!).

10. Questions?

I'm always happy to answer!

True North Revisions

Cara Latham

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Thank you for trusting me with your words—and your privacy.