

## **Editor-Ghostwriter.com Privacy Policy**

Editor-Ghostwriter.com is a website of **MR Literary**, a partnership, located in Salisbury, Massachusetts USA.

**MR Literary** respects and is committed to protecting your privacy. We aim to maintain high standards in our use and storage of your personal data, and strive to comply with any and all applicable legislation.

This Privacy Policy is intended clearly to inform you of how we use your personal data, how we ensure it is kept secure, and what your choices are about its use, so that you may make informed decisions when using our websites or other services we provide.

In this Policy, references to "we", "us" and "our" refer to **MR Literary**, publishers of **Editor-Ghostwriter.com**. "Personal data" means any information which relates to a living individual who can be identified, either directly or indirectly, from this information - for example your name, email address, postal address, telephone number and other personal details.

From time to time we will update this Privacy Policy, so you may wish to refer back to this page regularly. If significant changes are made we will try to notify you.

### **Collection of your personal data**

We collect personal data from you when you contact us via the **Editor-Ghostwriter.com** website or inquire about or request a service directly from us.

The information we routinely collect may include your contact details (e.g. name, email address, phone number and postal address).

### **The lawful bases we rely on**

We rely for our business activities on the Consent and Legitimate Interests legal bases specified in applicable laws regarding the collection, use and storage of personal data.

**Consent.** In all circumstances we rely on your specific consent, whereby you actively agree and "opt-in". We will always make it clear how you can withdraw your consent at any time.

**Legitimate Interests.** For some of our activities we rely on our legitimate business interests to collect and use your personal data. In such cases, we have balanced our interests with yours and do not believe these activities will have a negative impact on your privacy rights and freedoms.

### **How we use your personal data**

We use the information that we collect about you to improve your browsing experience, and also to help us to provide services that you may request.

### **Fulfilment of a service**

We may use your personal data for the purposes of fulfilling a service you have requested, which includes:

- Responding to your inquiries about our services
- Fulfilling your requests and delivery of a service
- Delivering customer services

### **Personalizing website content**

We may sometimes customize the content that you see on our website. To do this, we use cookies and similar technologies to help us understand how you interact with our websites (e.g. the content you viewed on a previous visit or aggregated website performance analytics).

### **How to stop receiving communications**

We won't send you communications if you do not want to receive them. You can stop receiving messages from us at any time by so requesting in an email sent to [editormikev@aol.com](mailto:editormikev@aol.com).

### **Sharing your personal data**

Except as provided in this Privacy Policy, we will not provide your information to third parties for any purpose, including marketing.

**Legal Disclosure.** We reserve the right to disclose any information that we obtain through the website to appropriate governmental or regulatory authorities, if required by law or any governmental agency.

**Changes to our company.** In the event we go through a business transition such as a merger or acquisition by another company, or sale of all or a portion of our assets, your personal data may be among the assets transferred.

### **Your rights**

Under applicable privacy legislation you have a number of rights. These are aimed at giving you control about how your personal data are used by us.

If you are concerned with the manner in which we have collected and are using your personal data, please contact us by one of the methods provided below. You have the right to complain to the cognizant supervisory authorities which exist in your country.

## **Access to your personal data**

You can request a copy of the personal data we may hold relating to you, and the purposes for which we are using it. In responding to such a request we may ask for proof of your identity, to ensure we do not inadvertently send your personal data to another person. We will endeavor to respond to any such requests as soon as possible, but at least within one calendar month.

## **Amending your personal data**

If you discover or believe the personal data we hold for you is out of date or incorrect please let us know and we will rectify this as soon as possible.

## **Deleting your personal data**

If you wish your personal data to be deleted we will do so immediately. We will respond to you as soon as possible, at least within one calendar month of receiving your request.

## **Keeping your data secure**

### **Where we store your personal data**

Ensuring your personal data is kept and transferred securely is of the highest importance to us.

We hold your personal data on our secure systems in Salisbury, Massachusetts USA.

### **How we keep your personal data secure**

We are committed to protecting the security of the personal data we hold. We deploy appropriate technical and organizational measures to ensure your personal data are kept securely and to prevent any unauthorized access. We have robust procedures and features in place to prevent such unauthorized access.

### **How long we keep your personal data**

We hold personal data for a variety of different purposes and the length of time we keep your information will vary depending on the services we are providing to you. We will only keep your personal data for a reasonable period of time and we base this on the purpose for which we are using it. In specific circumstances, we may be required to retain your personal data for a longer period of time for contractual or legal reasons.

## **Cookies**

This website uses Google Ads and Google Analytics, technologies provided by Google. Google Ads and Google Analytics use "cookies", which are text files placed on your computer, to help the website analyze how users use the site.

The information generated by the cookie about your use of the website will be transmitted to and stored by Google on servers in the United States.

Google does not log or store individual IP addresses but does provide coarse geo-location data by deriving certain metadata from IP addresses: City, Continent, Country, Region, Subcontinent.

Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage.

Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf.

You may refuse the use of cookies by selecting the appropriate settings on your browser. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

## **Links**

This website may contain links to other sites. Please be aware that MR Literary is not responsible for the content of other websites. This Privacy Policy applies solely to information collected by this website.

## **Security**

This website takes every precaution to protect our users' information. When users submit sensitive information via the website, your information is protected both online and off-line. If you have any questions about the security at our website, you can send an email to [editormikev@aol.com](mailto:editormikev@aol.com) .

## **Correcting/Updating Personal Information**

If a user's personally identifiable information changes, or if a user no longer desires our service, we will attempt to provide a way to correct, update or remove that user's personal data provided to us. This can usually be done by sending an email to [editormikev@aol.com](mailto:editormikev@aol.com) .

## **Our contact details**

If you have any questions about this Privacy Policy you can contact us in the following ways:

You can reach us via e-mail at [editormikev@aol.com](mailto:editormikev@aol.com)

or by postal mail at:

MR Literary  
c/o Michael R. Valentino  
135 Beach Road  
Salisbury, MA 01952  
USA

### **Notification of Changes**

If we decide to change our privacy policy, we will post those changes on our home page so our users are always aware of what information we collect, how we use it, and under circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

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