



## PRIVACY POLICY

Your privacy and personal information is very important to Fraser Ross Associates. We have read the Information Commissioner's Office guidelines for compliance with the new General Data Protection Regulation (GDPR) rules and this document explains how Fraser Ross Associates complies.

This Privacy Policy explains what happens to any personal data that you provide to us, or that we collect from you when you visit our website. If you have given Fraser Ross Associates your email address and any other basic personal data by making an enquiry or a submission, please read this to understand our practices regarding your personal data, and to be reassured that we will always look after your information responsibly and we will never intentionally breach the rules. We want you to be confident that when you share personal information with us it won't be passed to any third party.

Fraser Ross Associates is a partnership and both Lindsey Fraser and Kathryn Ross are aware of the new GDPR rules.

We do update this Policy from time to time and will post any changes within this section of our website.

Please note this Privacy Policy only applies to information collected by our website. We are not responsible for the privacy of any information you reveal or post on any of the social media channels we use to promote Fraser Ross Associates including, but not limited to, Facebook, Twitter and Instagram. Neither are we responsible for the privacy policies of websites owned or operated by third parties or other service users.

### Information We Collect

**Personally Identifiable Information:** This may include, but is not restricted to, your name, address and email address. We will only collect this information from you if you voluntarily submit it via our contact forms. This information is only processed to the degree that is required to respond to your enquiry and/or your submission.

We may also collect some Non-Personally Identifiable Information, which cannot be used to identify you e.g. demographic information such as age or gender.

### Use of Your Information

We use the information that we collect from you to provide information that you request from us relating to our Agency, and/or to respond to submissions made by you to our Agency. We retain your data only as long as is necessary for the purposes set out in this privacy policy and in accordance with law and regulation.

[Type here]

Enquiries: once an enquiry has been answered, we delete the email and any personal data provided.

Submissions: we only respond to those writers and illustrators to whom we may be able to offer representation. We delete unsuccessful submissions no later than 3 months after the submission has been made. We do not retain or store any personal data.

## Access to Information

In accordance with the Data Protection Act 1998 you have the right to access any information that we hold relating to you. You can request a copy of any personal information we hold about you at any time and we will provide a screenshot of the information you have sent us. Please be advised that we will have to request proof of identity before we can disclose this information to you.

On request, we will delete data.

We would aim to respond to all requests within 24 hours.

## Lawful Basis for Processing Data

If you have emailed Fraser Ross Associates and/or Lindsey Fraser and/or Kathryn Ross, you have given us your email address. We do not actively add it to a list, but Gmail and iCloud will save it. We will not add it to any database or spreadsheet unless we are given explicit and detailed permission by you. We may share your personal information between ourselves i.e. between Lindsey Fraser and Kathryn Ross, but we will never disclose your personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

- Where we are legally required by law to disclose your personal information
- To further fraud protection and reduce the risk of fraud

## Data Breaches

We have done everything we can to prevent this, by strongly password-protecting and firewalling our office computers and website.

## Data Protection by Design and Data Protection Impact Assessments

We have familiarised ourselves with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and we believe that we are using best practice.

## Contacting Us

Please do not hesitate to contact Kathryn Ross [kjross@tiscali.co.uk](mailto:kjross@tiscali.co.uk) or Lindsey Fraser [agentlmfraser@gmail.com](mailto:agentlmfraser@gmail.com) regarding any matter relating to this Privacy Policy.