

Privacy Policy for www.rosalindbrookman.com

Mailing List

When you sign up to my mailing list I receive, collect and store your name and email address for this purpose only. I use my mailing list to send out occasional blog posts and information relevant to writing, my workshops, writing services and writing retreat.

You can remove your name and email address permanently from my mailing list at any time by following the unsubscribe link on each newsletter or by contacting me through the Contact me page of my website or by emailing me at rosalindbrookman@hotmail.com.

Workshop booking

When you book a place on one of my workshops, via my website, I collect and store the personal information that you provide: your name, email address and contact number, plus the information provided to me by PayPal (physical address and payment details) when you pay. Your personal information will be used only to identify your payment and course booking details.

I will only use your contact number to contact you in the event of a last-minute change to the workshop details.

Once you have attended the workshop I will permanently delete all emails relating to the PayPal payment of the workshops, as well as your telephone number. I will keep details of your name, email address and the workshop you attended, for my records and any follow-up that is required from the workshop, for a maximum of five years.

If you wish to access, amend, correct or delete any of your personal details from my records at any time after the workshop, you are able to do this by using the form on the Contact Form page of my website or by emailing me at rosalindbrookman@hotmail.com.

Cookies

Cookies are small pieces of data stored on a site visitor's browser, usually used to keep track of their movements and actions on a site.

In accordance with the GDPR, I have to inform you that I use cookies on my site. Cookies are implemented in every site built by Wix. Please see Appendix 1, at the bottom of this document, for which cookies Wix uses.

I collect the Internet protocol (IP) address used to connect your computer to the Internet; computer and connection information. I may use software tools (i.e. Google Analytics) to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. This is to create aggregated statistical data and other aggregated and/or inferred non-personal information, which I may use to provide and improve my services. Google Analytics uses permanent cookies: all data collected through Google Analytics is deleted after fourteen months.

This data is not used in conjunction with other personal information and I do not use it for any other purpose or to identify individuals from it.

Storage and sharing of information

Rosalind Brookman Writer is hosted on the Wix.com platform. Wix.com provides me with the online platform that allows me to sell my services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

All direct payment gateways offered by Wix.com and used by our company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers.

I will never share any of your information with a third-party organisation without your prior agreement.

Privacy Policy update

I reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If I make material changes to this policy, I will notify you here that it has been updated, so that you are aware of what information I collect, how I use it, and under what circumstances, if any, I use and/or disclose it.

Appendix 1: Use of cookies in Wix sites

Cookie name	Life span	Purpose
svSession	Permanent	Creates activities and BI
hs	Session	Security
incap_ses_\${Proxy-ID}_\${Site-ID}	Session	Security
incap_visid_\${Proxy-ID}_\${Site-ID}	Session	Security
nlbi_{ID}	Persistent cookie	Security
XSRF-TOKEN	Persistent cookie	Security
smSession	Two weeks	Identify logged in site members