



Data and Privacy Summary

At Write Arm, we take information security, confidentiality and data protection seriously. We use secure, cloud-based platforms such as Microsoft 365 and Google Workspace for communication, file storage and project management, and apply practical measures to protect data in line with GDPR.

All freelancers and contractors are bound by strict confidentiality and data protection obligations, and must follow the same security standards as our internal team. This includes using password-protected and antivirus-protected devices, MFA where available, avoiding insecure networks, and deleting data securely once it's no longer needed.

We process personal data mainly under the lawful bases of performance of a contract and legitimate interests when delivering services to clients. Our trusted providers such as Microsoft and Google may process data internationally, but always in compliance with UK GDPR using recognised safeguards.

We keep project records such as briefs, style guides and deliverables as part of our business records for continuity and quality of service. Personal data is only kept for as long as needed to provide services or meet legal obligations.

If a data breach is suspected, we act swiftly and report as required under UK GDPR.

Individuals whose personal data Write Arm processes have rights under UK GDPR, including access, correction, erasure, restriction, portability and objection. Requests can be sent to ops@writearm.co.uk.

We regularly review and update our practices to reflect changes in law, technology and client needs.