

PRIVACY POLICY

EFFECTIVE DATE: 20th May 2026

The Ops Edit is committed to protecting and respecting your privacy. This Privacy Policy explains how your personal information is collected, used, and protected when you visit this website or work with The Ops Edit.

1. INFORMATION WE COLLECT

The Ops Edit may collect and process the following information:

- Name
- Email address
- Telephone number
- Business information
- Information submitted through contact forms or onboarding forms
- Communication preferences
- Technical website data such as IP address, browser type, and website usage information

2. HOW YOUR INFORMATION IS USED

Your information may be used to:

- Respond to enquiries
- Provide services and client support
- Manage onboarding and ongoing client relationships
- Send invoices or service-related communications
- Improve website functionality and user experience
- Maintain internal records and business administration

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Your information will never be sold or shared with third parties for marketing purposes.

3. CONFIDENTIALITY

The Ops Edit understands the importance of confidentiality and handles all client information with discretion and professionalism.

Any sensitive business or personal information shared during the course of providing services will remain confidential unless disclosure is required by law.

4. DATA STORAGE & SECURITY

Reasonable steps are taken to securely store and protect your personal information from unauthorised access, misuse, or disclosure.

Where applicable, secure platforms and password management systems may be used to protect client information and access credentials.

5. THIRD PARTY SERVICES

This website or business may use trusted third-party services including:

- Google Forms
- Calendly
- Stripe or bank payment providers

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- LastPass or password management systems
- Website hosting providers

These third parties may process your information in accordance with their own privacy policies.

6. COOKIES

This website may use cookies to improve website functionality and user experience.

You can choose to disable cookies through your browser settings if preferred.

7. YOUR RIGHTS

You have the right to:

- Request access to your personal information
- Request correction of inaccurate information
- Request deletion of your information where appropriate
- Withdraw consent for communication at any time

To make a request regarding your data, please contact:
sophie@theopsedit.co.uk

8. RETENTION OF INFORMATION

Personal information will only be retained for as long as necessary to fulfil the purposes outlined in this policy or as required by law.

9. UPDATES TO THE POLICY

The Ops Edit reserves the right to update this Privacy

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Policy at any time. Any updates will be posted on this page.

10. CONTACT

If you have any questions regarding this Privacy Policy or how your data is handled, please contact:

The Ops Edit

sophie@theopsedit.co.uk

www.theopsedit.co.uk