

Privacy Policy



I take your privacy seriously. This policy explains what personal data I collect, how it's used, and how it's protected. It also sets out your rights and options under UK data protection law.

1. Who is the data controller

I am the data controller for all personal data collected through my website, by email, phone, messaging platforms, or via third-party marketplaces where I offer services.

2. What information I collect

I collect only what I need to run my business and deliver services.

Information you provide directly

- Name, job title and company name
- Contact details such as email address, phone number and billing address
- Project details and materials, for example scripts, briefs, references, pronunciation guides and usage information
- Messages and call notes
- Testimonials and permissions for portfolio use
- Payment-related information on invoices and remittances. I do not process card details myself

Information I may receive from others

- Referrals from clients, studios and agencies
- Project details and contact information from trusted platforms such as voice-over marketplaces and production partners
- Publicly available business information, for example company names and work email addresses

Technical data from your visit to my website

- IP address, browser type, device information and pages viewed
- Cookie preferences and analytics events where consented

I do not intentionally collect

- Special category data such as health information, beliefs or biometric data
 - Children's data for marketing or service provision.
- My services are for business users

If a script or brief you supply contains personal information about someone else, please ensure you have a lawful basis to share it with me.

3. Why I use your information and lawful bases

I use your information only where the law allows:

- To respond to enquiries, prepare quotes and deliver voice-over services

Lawful basis: performance of a contract or steps taken at your request

- To keep business records, manage invoices and comply with tax and accounting rules

Lawful basis: legal obligation.

- To run, secure and improve my website, systems and workflow

Lawful basis: legitimate interests in operating a professional service

- To maintain a light client relationship, for example following up about ongoing work or relevant availability

Lawful basis: legitimate interests. You can object at any time

- To share demos, reels or finished work in my portfolio for promotional purposes, unless the Client has expressly requested confidentiality in writing.

Lawful basis: legitimate interests

- To send optional updates or marketing

Lawful basis: consent. I do not sell your data to third parties for marketing

- I do not carry out automated decision-making or profiling that produces legal or similarly significant effects.

4. Who I share information with

I share information only when necessary for the purposes above, under contracts that protect your data:

- *Hosting, storage and collaboration:* secure cloud storage, project management and file transfer tools
 - *Communications:* email, video meeting and messaging providers
 - *Accounting and payments:* invoicing tools, business banking and payment processors
 - *Studios and subcontractors:* only where needed to deliver the session or recording, and only with your knowledge
 - *Marketplaces:* where you engage me via a platform, that platform will also process your data under its own privacy policy
 - *Legal or regulatory bodies:* where the law requires
- I do not sell or rent your personal data.

5. International transfers

Some providers may store data outside the UK or EEA. Where that happens, I rely on appropriate safeguards such as the UK International Data Transfer Agreement, the UK Addendum to EU Standard Contractual Clauses, or an adequacy decision, to protect your information.

6. How long I keep information

I retain personal data only for as long as necessary to fulfil the purposes described in this policy and to meet legal, accounting, or reporting obligations.

I keep data only as long as needed:

- Project and contact records: usually up to 24 months after the final delivery, unless we agree a different period
- Audio files and session assets: usually retained for client convenience and potential repeat work. Unless you ask me to delete them sooner, I may keep these securely for up to 5 years after final delivery
- Invoices and accounting records: 6 years to comply with UK tax law
- Enquiry emails with no project: up to 12 months for reference and audit

When retention periods expire, I delete or anonymise data securely.

7. Cookies and website analytics

My website uses essential cookies for security and basic functionality. With your consent, I may use analytics cookies to understand site usage and improve performance. You can change your cookie settings at any time through the banner or your browser. For general guidance about cookies and consent requirements, see the UK Information Commissioner's Office.

If I embed content from third-party services, for example video or audio players, those services may set their own cookies. Their privacy policies will apply in addition to this one.

8. Keeping your information secure

I use appropriate technical and organisational measures to protect your data, including secure devices, strong authentication, restricted access, encryption in transit where supported, and vetted service providers. I limit access to personal data to people who have a business need to know it.

9. Your rights

Under UK data protection law, you have the right to:

- Access a copy of your personal data
- Ask for corrections to inaccurate or incomplete data
- Ask for deletion where it is no longer needed
- Object to or restrict processing in certain circumstances
- Withdraw consent where consent is the lawful basis
- Data portability in certain cases

To exercise these rights, contact me using the details above. I will respond within one month unless the request is complex or numerous. If I cannot meet a request for legal reasons, I will explain why.

10. How to complain

If you have concerns about how I use your information, please contact me first and I will do my best to resolve the issue. You also have the right to complain to the Information Commissioner's Office (ICO). See the ICO's guidance on making a data protection complaint and contact options.

11. Third-party links

My website may link to other sites. Those sites have their own privacy policies. I am not responsible for their content or practices.

12. Children

My services are directed at businesses and adult professionals. I do not knowingly collect personal data from children.

13. Changes to this policy

I may update this policy from time to time. Significant changes will be reflected here with a new 'last updated' date. If appropriate, I will notify regular clients directly.

14. Quick summary

- I collect the minimum personal data needed to answer enquiries, deliver voice-over work and run my business
- I use your data mainly under contract, legal obligation and legitimate interests, with consent for optional marketing or portfolio mentions
- I keep recordings for client convenience for up to 5 years, and invoices for 6 years
- I do not sell your data
- You control cookies and can withdraw consent at any time
- You can ask to access, correct or delete your data, or complain to the ICO if needed