

Privacy Policy

As a journalist and researcher, I conduct interviews with individuals and groups and communicate regularly by email. We are required to retain the contents of those interviews for a specific period (usually no more than seven years unless specified otherwise in a contract) according to the requirements of particular publications.

All data is protected as follows:

1. All emails are retained on a password protected account that only I control. Emails no longer needed are deleted.
2. All interview material for live projects are stored on my personal password protected computer. Any hard copies are stored in a locked drawer in my place of residence and destroyed as soon as practical (when the project has ended).
3. All past project materials are either destroyed in accordance with an agreement with the client or stored on electronic files in a locked drawer.
4. Materials are, with agreement, sometimes shared on Dropbox. They are not primary materials (such as transcribed interviews) unless these have been shared by a client.
5. As far as is practical I have taken steps to protect the security of information on my mobile phone.
6. I have a security procedure in place that ensures all personal data is irretrievably wiped from all old devices before I dispose of them.