

# Privacy Policy

Last updated August 19, 2026

This Privacy Policy describes how Check the Paige Professional Editing Services (“we,” “us,” or “our”) collects, uses, and discloses your information when you visit [www.checkthepaige.com](http://www.checkthepaige.com) (the “Site”) or use the contact and submission forms available on the Site.

## 1. Information We Collect

We limit the information we collect to what is necessary to communicate with you and maintain the technical operation of the Site.

### A. Information You Provide Directly

We collect personal information that you voluntarily submit through forms on our Site (such as contact forms, quote requests, or file upload fields). This may include:

- Full name
- Email address
- Project details, messages, or inquiries
- Any files, documents, or text materials you choose to upload or share

### B. Information Collected Automatically by Hosting & Infrastructure Providers

When you access or browse the Site, our third-party web hosting provider (Wix) and server infrastructure automatically log certain technical information transmitted by your web browser or device. This data is collected automatically to ensure system stability, security, and performance. It may include:

- Internet Protocol (IP) address
- Browser type and version
- Operating system and device characteristics
- Referring URLs, exit pages, and pages viewed on the Site
- Date, time, and duration of visits
- Standard server log details and diagnostic errors

### C. Cookies and Tracking Technologies

Our web hosting platform and form handlers may use basic, essential cookies and similar technologies to ensure core functionality (such as secure form submissions, session handling, and load balancing). You can configure your browser to decline cookies, though certain features of the Site may not function properly as a result.

## **2. How We Use Your Information**

We use the collected information for the following purposes:

- **To Respond to Inquiries:** To review your form submissions, answer questions, provide requested price quotes or consultations, and perform agreed-upon services.
- **To Maintain and Secure the Site:** To monitor site traffic, diagnose technical errors, prevent fraudulent submissions or spam, and protect our infrastructure from malicious activity.
- **To Comply with Legal Obligations:** To enforce our terms, defend legal claims, and comply with applicable laws and regulations.

We do not sell, rent, or trade your personal information to third parties for marketing purposes.

## **3. Third-Party Service Providers**

We share information with third-party service providers solely to operate our website and communicate with you:

- **Web Hosting & CMS:** Our site is hosted by Wix, which processes server-level data under its own privacy and security standards.
- **Email & Form Delivery:** Form submissions may be routed through our secure email provider (Google Workspace) to notify us of your request.

These providers have access only to the data necessary to perform their respective services and are obligated to protect your data.

## **4. Data Retention**

**Form Submissions:** We retain messages, submitted materials, and contact details for as long as necessary to fulfill the purpose for which they were collected (such as completing an ongoing project or maintaining business correspondence records).

Hosting Logs: Automated server logs are retained in accordance with our hosting provider's standard operational log-retention schedule before being automatically deleted or aggregated.

## **5. Security**

We take reasonable technical and administrative precautions to protect your personal information against unauthorized access, loss, misuse, or alteration. However, no data transmission over the Internet or electronic storage system is 100% secure.

## **6. Your Rights and Choices**

In accordance with the General Data Protection Regulation (GDPR) and other applicable data protection laws and depending on your jurisdiction, you may have the right to request access to (Art. 15 GDPR), correction of (Art. 16 GDPR), or deletion of (Art. 17 GDPR) the personal information we hold about you. To make such a request, please contact us using the information below.

## **7. Contact Us**

If you have questions or concerns regarding this Privacy Policy, please contact us at:

- Business Name: Check the Paige Professional Editing Services
- Email: [contact@checkthepaige.com](mailto:contact@checkthepaige.com)
- Location: Reisterstown, Maryland, USA