

Privacy Policy

Effective Date: January 15, 2026

At *The Blue Pencils*, we respect your privacy and are committed to protecting your personal information. This Privacy Policy outlines how we collect, use, store, and protect your data when you use our website and services.

1. Information We Collect

We may collect the following types of information:

a. Personal Information

- Name
- Email address
- Phone number (if voluntarily shared)
- Billing and payment details (processed via secure third-party gateways like UPI, Razorpay or PayPal)

b. Manuscript & Project Data

- Any document or manuscript submitted for editorial work
- Project briefs or related correspondence

c. Usage Data

- IP address
- Browser type and version
- Pages visited and time spent
- Device information
- This data helps us improve our website and ensure a secure browsing experience.

2. How We Use Your Information

- We use the collected information to:
- Provide editing and related services
- Respond to your inquiries and requests
- Send invoices, payment confirmations, and service updates
- Improve website functionality and content
- Maintain records for accounting, legal, and tax purposes
- We do not sell, trade, or rent your personal information to any third party.

3. Cookies & Tracking

- Our website may use cookies for:
- Analytics (e.g., Google Analytics)
- Session management
- Enhancing user experience

You can disable cookies via your browser settings. However, some parts of the site may not function optimally without them.

4. Third-Party Services

- We may use secure third-party platforms for:
- Payment processing (e.g., Razorpay, PayPal)
- Newsletter management (if applicable)
- Analytics and website optimization

These third parties have their own privacy policies, and we are not responsible for their data handling practices.

5. Data Security

- We take reasonable technical and organizational precautions to protect your personal data:
- All files and communications are stored securely
- Passwords and access are managed with care
- Sensitive information (like payment data) is processed via secure, encrypted channels

6. Confidentiality of Manuscripts

- We treat all manuscripts and creative content with strict confidentiality:
- Your work will never be shared or disclosed without your written permission
- NDAs can be signed upon request
- Files are stored only as long as necessary for service completion and legal record-keeping

7. Your Rights

You have the right to:

- Request access to the personal data we hold about you
- Ask for corrections or updates
- Withdraw consent (where applicable)
- Request deletion of your personal information (except where required for legal or contractual purposes)

Please contact us at contact@thebluepencils.com to exercise any of the above rights.

8. Retention Period

- We retain personal and project data only typically for three years:
- For fulfilling services
- For tax and accounting obligations
- For legal compliance

9. Children's Privacy

Our services are not intended for individuals under the age of 18. We do not knowingly collect data from individuals under the age of 18. If such information is discovered, it will be deleted promptly.

10. Changes to This Policy

We reserve the right to update this Privacy Policy at any time. All changes will be posted on this page with a revised effective date. We encourage you to review this page periodically.

11. Contact Us

For any privacy-related queries or concerns, please contact:
contact@thebluepencils.com

NainiTal