

**WEBSITE PRIVACY STATEMENT
& DATA PROTECTION POLICY**

“As Virtual Assistants, we can do “whatever, whenever” – but it is inevitable that we will process “personal data” and/or even “sensitive personal data” as defined in the Data Protection Act 1998. Depending on circumstances, we could be the “data controller” – legally responsible for the data - or the “data processor” – subject to policies of the client. In all circumstances, we process personal data and/or sensitive personal data in accordance with the legislation. Part of our compliance is the registration of the purposes for which we process data with the Information Commissioner’s Office (ICO) – the “Notification”. This Notification is available on the Public Register of Data Controllers at www.ico.gov.uk.

We may share data with third parties as part of our contracted services and/or if we are required to do so by UK law. “Third parties” may include – but is not exclusively – our clients; agents; their clients. We cannot accept liability for any processing by any third party outside our remit.

None of the above affects your rights to request access to any of your personal data we may hold. Should you wish to make such a request under the legislation, please do so in writing – email is acceptable. Please note that we may charge a £10 administration fee for requests which is payable in advance and is non-refundable”