

## 1. Introduction

Keira Simpson (“Daisy Days Virtual Assistant”) at The Office, 22 Atlas Crescent, RH15 0XS - takes your privacy seriously. This privacy policy describes how and why we obtain, store and process data which can identify you. We may update this policy from time to time and shall indicate on the website when changes have been made.

## 2. The Information we collect

Information is collected from you when you contribute to or use some of the advanced features on the site. The information we collect is clearly set out on the web page on which we collect it. See for example our contact form. In addition, we may collect your IP address and use cookies unless you configure your web browser not to accept them.

## 3. Cookies

A cookie is a small file, downloaded on to a device when the user accesses certain websites. Cookies are then sent back to the originating website on each subsequent visit. We use cookies to track anonymised analytics data on our website only. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## 4. Why we collect it

We collect information about you so that we can assist your use of the site and improve the site generally.

## 5. Who we disclose it to

5.1 We will only pass on information about you as an individual (as opposed to aggregate information) to third parties to enable us to perform services requested by you or with your prior consent.

5.2 If you give your consent, we will pass your contact details to third parties who may then occasionally send communications to you to provide information, offers and services that may be of interest to you.

5.3 In certain circumstances we may need to disclose information about you if you breach this privacy policy or if you breach the Terms and Conditions.

5.4 We will only pass on information about you as an individual (as opposed to aggregate information) to third parties overseas to enable us to perform services requested by you.

## 6. Data Protection

Daisy Days Virtual Assistant follows GDPR Guidelines to ensure that your data is not misused in anyway. All data is stored on our systems in a secure file. Daisy Days Virtual Assistant is registered with the Information Commissioner in the UK as a “data controller” in accordance with the provisions of the General Data Protection Regulation (GDPR). Further details of the registration are available at [www.ico.org.uk](http://www.ico.org.uk).

## 7. Security

Keeping information about you secure is very important to us and certain sections of the site may encrypt data using SSL or a comparable standard. However, no data transmission over the Internet can be guaranteed to be totally secure. As a result, whilst we strive to protect your personal information, we cannot ensure or warrant the security of any information which you send to us, and you do so at your own risk.

## **8. Automated decisions**

Parts of ([www.daisydaysva.com](http://www.daisydaysva.com)) and our billing process (which is transacted via BACS transfer) are automatic and we may process your personal data as part of [www.daisydaysva.com](http://www.daisydaysva.com) and the billing process.

## **9. Accessing and updating your personal information**

We will always let you have a copy of personal information we have about you, should you request it, and you may correct it if you wish. Instructions about how to do this are available from [keira@daisydaysva.com](mailto:keira@daisydaysva.com).

## **10. Questions?**

If you have any questions or complaints relating to this Privacy Policy or how we use the personal information we have about you, please contact [keira@daisydaysva.com](mailto:keira@daisydaysva.com). We will endeavour to respond to you promptly.

*Last updated 04 May 2021.*