



Today's Virtual Assistant Services Privacy Policy

Contact details:

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Privacy policy completed on 11/10/2021

The type of personal information we collect

We currently collect and process the following information:

- Name and contact details
- Business name and information

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You email directly
- You sign up to the mailing list

Your information is not shared with any other parties.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting Kate Levitt – hello@todaysvaservices.com
- We have a contractual obligation.
- We have a legal obligation.
- We have a vital interest.
- We need it to perform a public task.
- We have a legitimate interest.

How we store your personal information

Your information is securely stored on a shared drive, with computer and internet security.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

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Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact me at hello@todaysvaservices.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at hello@todaysvaservices.com