Privacy Policy

Chalmers Right-Hand VA
www.chalmers-right-hand-va.co.uk
Last updated: 13 October 2026

1. Your Personal Information

I am committed to protecting your personal information in accordance with UK GDPR and the Data Protection Act 2018.

I may collect names, contact details, business information and any personal data necessary to provide my Virtual Assistant services.

2. How I Use Your Information

I use personal information to respond to enquiries, communicate with clients, carry out agreed services, manage payments and meet legal obligations.

My lawful bases for processing data include contractual necessity, legal obligations, legitimate interests and consent, where applicable.

3. Data Storage and Security

I store information securely using password-protected accounts and encrypted storage where appropriate. Access is restricted, and all client information is treated confidentially.

Client data is generally retained for the duration of our working relationship, unless a longer period is required for legal, financial or contractual reasons. Information is securely deleted when no longer required.

4. Sharing and Transferring Data

I do not sell personal information. Data may be shared with trusted service providers where necessary to deliver my services.

Where data is transferred outside the UK, I ensure appropriate legal safeguards are in place and obtain consent where specifically required.

5. Your Rights

Under UK GDPR, you have rights relating to your personal information, including the right to access, correct or request deletion of your data, restrict or object to processing, request data portability and withdraw consent at any time where applicable.

6. Website Cookies

My website may use cookies and Google Analytics to understand visitor activity.

7. Contact and Updates

For questions about your personal information or to exercise your rights, please contact me via **chalmers-right-hand-va@hotmail.com**.

I may update this policy when necessary to reflect changes to my services or legal requirements.