



Privacy Statement

This privacy statement reflects that of Lynsey Cook Virtual Assistant, lynseycookva@outlook.com and 07396 764760

We take seriously our duties, and the duties of our employees and clients under the Data Protection Act 2018 (GDPR). This relates to our internal Data Protection policy and is indicative of how we deal with each client's personal data. This statement sets out specifically, Lynsey Cook Virtual Assistant obligations in relation to personal data that is handled on behalf of clients who have engaged in virtual services.

The Data Protection Manager is responsible for ensuring compliance with the Act and with its policy. Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to the Data Protection Manager.

By the nature of services offered, we may collect your personal data. Personal Data refers to data that is stored electronically on a secure system to ensure the protection and integrity of each client and their data.

Data protection compliance

We will process personal data to comply with the eight principles of good practice. These provide that personal data must be:

- Processed fairly, lawfully and with transparency
- Processed for limited purposes and in an appropriate way
- Adequate, relevant, and not excessive for the purpose
- Accurate
- Not kept longer than necessary for the purpose
- Processed in line with data subjects' rights
- Secure and confidential
- Accountability - Data will not be transferred to people or organisations situated in either the UK nor countries outside the UK without adequate protection or permissions

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