



PURPLE PATCH

VIRTUAL & PERSONAL ASSISTANTS

Privacy Policy

We take every care to safeguard your personal information and never sell your data to third parties.

Your trust is important to us and we value your right to privacy.

The types of data we collect include:

- Name and job title
- Company name and address
- Contact information including email address
- Financial details (bank accounts, accounting software) for bookkeeping purposes
- Company information (HMRC, CIS scheme, VAT registered) for PA and bookkeeping purposes
- Financial details for invoicing and payment processing purposes
- Contact details of contacts you hold
- Information you believe is relevant and necessary to deliver services

If we collect personal data we are known as the data 'controller' and instances where our clients supply the personal data, we are the data 'processor'. When acting as a data processor, we will manage on your behalf the personal information you require from your clients.

We collect this information, so we can provide a high standard of service to you and it helps us understand your needs and service you personally require. The information will be used for:

- Providing a tailored and personalised service to clients
- Improving our service
- Auditing purposes
- Processing payments

We will keep your data for as long as we are providing a service to you and retain records after our business relationship has ended for as long as legally required. After this time it will be securely deleted.

We protect your personal data with computer and software safeguards such as firewalls, passwords and data encryption. Physical files and hard copy documents are kept in locked cupboards and offices.

You do have rights regarding the use of your personal data as follows:

- To obtain confirmation from the data controller as to whether or not personal data concerning you is being processed
- To obtain from us free information about your personal data stored at any time and a copy
- To request us to rectify inaccurate data or to complete any incomplete personal data that we hold
- To erase your personal data without delay and dissolving the business relationship
- To restrict the processing of your data under certain circumstances
- For certain data you have given us to be provided in a commonly used format so it can be passed to another data controller.

Marketing

We may from time to time use your personal information to send you email messages or marketing materials regarding our services. These email messages may contain features that help us make sure you received and were able to open the message.

You may opt out of receiving such marketing email messages at any time, free of charge, by replying to the message with “unsubscribe” in the subject line, or by following the instructions in any marketing communication.

Occasionally we may source details from third party organisations such as Companies House, this information may include, names and email addresses. This information would only be sourced if we believed that our products or services may be of interest. In these circumstances we would process any data under the clause of legitimate interest to develop our customer base.

Queries & Complaints

You can raise a complaint about the use of your data to Shannon Jugurnauth, Data Protection Officer shannon@purplepatch-pa.com or call on 07977 135 081.

*Shannon Jugurnauth
Founder & Patch Chief
Shannon@purplepatch-pa.com
07977 135 081
Doods Park Road, Reigate, Surrey, RH2*