



Privacy Policy

Michelle Barber Virtual Assistant is strongly committed to protecting your privacy and complying with your choices. Both personal and non-personal information collected is safeguarded according to the highest privacy and data protection standards adopted worldwide.

Our Commitment

- Your personal information will be treated confidentially and will not be shared with any third party.
- We will not disclose any of your personal information without your permission.

Michelle Barber Virtual Assistant is committed to processing data in accordance with its responsibilities under the General Data Protection Regulation (GDPR).

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

- a) your consent. You are able to remove your consent at any time. You can do this by contacting michelle@michelle.barber-va.co.uk.
- b) we have a contractual obligation.
- c) we have a legal obligation.
- d) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- e) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.

Retention Periods

We need to keep client information long enough to satisfy HMRC and our insurers.

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.

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 also 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 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 is at michelle@michelle.barber-va.co.uk if you wish to make this request.

Contact us

If you have any concerns about how we use your personal information, you can contact us at:-

E: michelle@michelle.barber-va.co.uk

M: 07927 964307

You can also contact the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF