



DATA PROTECTION POLICY

Sarah Brewer Virtual Assistant is committed to ensuring its compliance with the requirements of the General Data Protection Regulation (GDPR) and all other applicable data privacy law.

Data Protection Principles

The following principles underpin all activities carried out by Sarah Brewer Virtual Assistant which involve any use of personal data:

1. Personal data will be processed in ways that are lawful, fair and transparent;
2. Personal data will be collected for specific, explicit and legitimate purposes and only used for those purposes;
3. Sarah Brewer Virtual Assistant limits its collection and use of personal data to what is strictly necessary for the purpose it is collected and used for;
4. Sarah Brewer Virtual Assistant takes steps to ensure that the personal data it holds is accurate and where necessary kept up to date;
5. Personal data is not kept for any longer than is necessary for the purposes for which it has been collected;
6. Sarah Brewer Virtual Assistant takes appropriate steps to ensure the security of the data it holds;
7. Personal data will not be transferred outside the EU unless steps have been taken to ensure that there will be an adequate level of protection for the rights of data subjects.

These principles together with how we process personal data on behalf of our clients is contained in the Data Processing Agreement (which may be amended from time to time in accordance with law).