

# Privacy Policy

## BACKGROUND:

Your PA understands that your privacy is important to you and that you care about how your personal data is used and shared online. We respect and value the privacy of everyone who visits this website [www.yourpa.co.uk](http://www.yourpa.co.uk) and (subject to the limited exceptions in section 6, below) we do not collect personal data about you unless you contact us (see section 5, below). Any personal data we do collect will only be used as permitted by law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of our Privacy Policy is deemed to occur upon your first use of our website. If you do not accept and agree with this Privacy Policy, you must stop using the site immediately.

## 1. Definitions and Interpretation

In this Policy, the following terms shall have the following meanings:

- 1.1. 'Personal data' means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data. In this case, it means personal data that you give to us via this website.
- 1.2. 'We/us/our' means Your PA whose address is 33 Beaulieu Drive, Stone Cross, Pevensey, East Sussex, BN24 5EW.

## 2. Information About Us

- 2.1. Our Site is owned and operated by Your PA whose address is 33 Beaulieu Drive, Stone Cross, Pevensey, East Sussex, BN24 5EW.
- 2.2. Our Data Protection Officer is Sarah Sidwell and can be contacted by email at [sarah@yourpa.co.uk](mailto:sarah@yourpa.co.uk) or by post at 33 Beaulieu Drive, Stone Cross, Pevensey, East Sussex, BN24 5EW.

## 3. What Does This Policy Cover?

This Privacy Policy applies only to your use of this website. Our website may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

## 4. Your Rights

- 4.1. As a data subject, you have the following rights under the GDPR, which this Policy and our use of personal data have been designed to uphold:
  - 4.1.1. The right to be informed about our collection and use of personal data;
  - 4.1.2. The right of access to the personal data we hold about you (see section 8);
  - 4.1.3. The right to rectification if any personal data we hold about you is inaccurate or incomplete (please contact us using the details in section 9);
  - 4.1.4. The right to be forgotten – i.e. the right to ask us to delete any personal data we hold about you;
  - 4.1.5. The right to restrict (i.e. prevent) the processing of your personal data;
  - 4.1.6. The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);
  - 4.1.7. The right to object to us using your personal data for particular purposes; and
  - 4.1.8. Rights with respect to automated decision making and profiling.

4.2. If you have any cause for complaint about our use of your personal data, please contact us using the details provided in section 9 and we will do our best to solve the problem for you. If we are unable to help, you also have the right to lodge a complaint with the ICO.

## 5. What Data Do We Collect?

5.1. Cookies – [www.yourpa.co.uk](http://www.yourpa.co.uk) does not store cookies.

5.2. Contact form - If you send us an email, we may collect your name, your email address, and any other information which you choose to give us. We will never share your details with third parties or add your email to a mailing list. We will only ever use your details to respond to your enquiry.

## 6. How Do We Use Your Data?

6.1. If we do collect any personal data, it will be processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with our obligations and safeguard your rights under GDPR at all times. For more details on security see section 7, below.

6.2. As noted above, we do not generally collect any personal data unless you signed up to our e-newsletter. If you contact us and we obtain your personal details from your email, we may use them as follows:

6.2.1. To reply to your email;

6.2.2. To follow up your enquiry at a later date

6.3. You have the right to withdraw your consent to us using your personal data at any time, and to request that we delete it.

6.4. We will not share any of your data with any third parties for any purposes.

## 7. How and Where Do We Store Your Data?

7.1. We only keep your personal data for as long as we need to in order to use it as described above in section 6, and/or for as long as we have your permission to keep it.

7.2. Data security is very important to us, and to protect your data we have taken suitable measures to safeguard and secure any data we hold about you (even if it is only your email address).

## 8. How Can You Access Your Data?

You have the right to ask for a copy of any of your personal data held by us (where such data is held) and we will provide any and all information in response to your request free of charge. Please contact us for more details at [info@yourpa.co.uk](mailto:info@yourpa.co.uk) or using the contact details below in section 9.

## 9. Contacting Us

If you have any questions about our Site or this Privacy Policy, please contact us by email at [info@yourpa.co.uk](mailto:info@yourpa.co.uk) or by post at 33 Beaulieu Drive, Stone Cross, Pevensey, East Sussex, BN24 5EW. Please ensure that your query is clear, particularly if it is a request for information about the data we hold about you (as under section 8, above).

## 10. Changes to Our Privacy Policy

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on our website and you will be deemed to have accepted the terms of the Privacy Policy on your first use of the website following the alterations. We recommend that you check this page regularly to keep up-to-date.