

KeyStroke Virtual Secretary Services Ltd PRIVACY NOTICE

Who we are?

This is the privacy notice of KeyStroke Virtual Secretary Services Ltd in this document the term “we” or “us” refers to KeyStroke Virtual Secretary Services Ltd. KeyStroke Virtual Secretary Services Ltd is based in Strathdon, Aberdeenshire, Scotland, UK and is owned by Letty Scrimgeour. If you have any queries regarding this policy, please contact – Letty on letty@keystrokevss.co.uk.

We are committed to protecting your privacy and confidentiality. We understand that users of our web site and of our services are rightly concerned to know that their data is protected and will not be used for any purpose unintended by them.

How we obtain information?

We obtain information from you either through our web site contact page, when you contact us regarding providing a service/product or through signing up for our newsletter. We may while providing our services process personal data on behalf of a client, but we will not share, sell or retain this information.

How this information is used by us?

We may use this information in the following ways:

- to provide you with the services which you request;
- for verifying your identity for security purposes;
- for marketing our services and products;

What type of information we collect?

We may collect the following information regarding your personal data from you:

- Name
- Address
- Phone Number
- Email address
- IP address

April 2018

Due for Revision April 2019

By Letty Scrimgeour, Managing Director and Data Protection Officer

How long we keep data for and how do we keep it safe?

We will only keep data for as long as is lawfully necessary and the company has a data retention policy and disposal policy in place. Only relevant persons who have signed confidentiality agreements will be able to access data which is held securely by us.

How can I access, alter, delete or transfer my data?

You can access your data by contacting the company Data Protection Officer at letty@keystrokevss.co.uk who will follow the companies Subject Access Request to ensure your rights of access are actioned.

Letty Scrimgeour

Letty Scrimgeour
Managing Director and Data Protection Officer
24/04/2018