

# **JO STACEY**

**Virtual Assistant / PC & Laptop Maintenance / Consumer Services**

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## **INTERNET PRIVACY POLICY**

I am pleased to provide information to all visitors about my internet privacy policy. Please be assured that I use my best efforts to protect the privacy of visitors to this web site.

### **TYPES OF INFORMATION I COLLECT AND HOW IT IS USED**

I only gather personal information, such as first and last names, addresses and email addresses and Facebook profile name, when voluntarily submitted by you. For example, personal information may be collected from you when you contact me and in communications between us. This information is stored securely and is only used for the purposes of the service I provide you.

### **SHARING OF PERSONAL INFORMATION**

I will only share personal information with others as part of my service to you. Those others are either partners who perform a function or are agencies and suppliers whom I have retained to assist me to fulfil my works more effectively, provide technical assistance and support, and perform other functions to support my service to you.

All selected companies/persons may have access to personal information if needed to perform such functions but will only be permitted by me to use such personal information for performing that function (which may include one to which you have expressly given your consent) and not for any other purpose. In all cases, any use of your personal information by any such party which use has been instigated by me (as opposed, for example, to a promotional partner), will comply with this policy and with data protection legislation.

I reserve the right to use or disclose any information as needed to satisfy any law, regulation, or legal request, to protect the integrity of the site, to fulfil your requests, or to cooperate in any law enforcement or regulatory investigation. Save for this and as detailed above, I do not sell, transfer, or disclose personal information I have collected from you in connection with my service, to third parties.

I may offer links to sites that are not operated by me. If you visit one of these linked sites, you should review their privacy and other policies. I am not responsible for the policies and practices of other companies.

I may transfer the data that I collect from you to a destination outside the European Economic Area ("EEA"), for example, using a secure cloud service. By submitting your personal data to me, you agree to this transfer, storing or processing.

### **CHANGES TO MY INTERNET PRIVACY POLICY**

From time to time it may be necessary for me to change this privacy policy, so I suggest that you check here periodically. Rest assured, however, that any changes will not be retrospectively applied and will not alter how I handle previously collected information.

### **HOW TO CONTACT ME**

You are in control of all personal information you provide to me online. If at any time you have any questions about my Internet Privacy Policy, you would like to correct the personal information I have about you, or if you would like to change your preferences for contact from me, you can let me know by contacting me via email at [jo@jostacey.co.uk](mailto:jo@jostacey.co.uk).

In order to review any personal information I have about you, to ask me to delete that information, or to stop further use of the information, please contact me via email at [jo@jostacey.co.uk](mailto:jo@jostacey.co.uk).