



Target Admin

Virtual Assistant | Business Support

Sue Sheppard, 1 The Old Brickyard, Greenfields Close, Nyewood, Petersfield GU31 5JQ

www.targetadmin.co.uk

sue.sheppard@targetadmin.co.uk

Tel: 07810 746669

Target Admin Privacy Notice

Contact details

Name:	Sue Sheppard <i>trading as</i> Target Admin
Phone Number:	07810 746669
Address:	1 The Old Brickyard, Greenfields Close, Nyewood, Petersfield GU31 5JQ
E-mail:	Sue.Sheppard@targetadmin.co.uk

What type of information Target Admin holds

I undertake an analysis of the risks presented by the processing required and use this to assess the appropriate level of security Target Admin needs to put in place.

Target Admin collects and processes the following information for the purposes of working together:

- Personal identifiers, contacts and characteristics (for example, name, telephone numbers and other contact details)
- Email addresses, web addresses, online addresses eg. Skype/Zoom identifiers

How the information is received and why it is retained

Most of the personal information processed is provided to Target Admin directly by you for one of the following reasons:

- I am working with you in the capacity of a Virtual Assistant, providing administrative and business support services to your business or to you personally. This may involve processing your clients' data on your behalf. Data you provide to me allows me to fulfil my contract with you.

I will also receive personal information indirectly, from the following sources in the following scenarios:



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- Any personally identifiable information that is in the public domain, eg. displayed on the internet via websites or social media channels
- Personal data may be processed in countries outside the European Union and may also transfer the personal data to a country outside the European Union provided that such country guarantees an adequate level of protection and it satisfies the other obligations applicable to the security obligations of the GDPR(EU) 2016/679. Which country or countries the personal data will be processed in can be requested by writing to sue.sheppard@targetadmin.co.uk.

Under the General Data Protection Regulation (GDPR), the lawful bases Target Admin relies 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 sue.sheppard@targetadmin.co.uk

(b) Target Admin has a contractual obligation.

Note: If there is a need to process what the ICO deems as ‘sensitive data’ on your behalf, which may include Special Category Data, then please advise this at the outset of our contract discussions. Target Admin will carefully consider the additional compliance measures required to process this data to ensure Privacy is adhered to before confirming a contract is in place to process this data.

What Target Admin does with the information held

The information that you have provide will be in order to

- Maintain contact with you as a client of Target Admin
- Enable Target Admin to process data on your behalf to assist you, the Client, with your administrative obligations for your business and your clients.

How your information is stored

Your information is securely stored electronically on a password protected computer and backed up regularly to a separate hard-drive device at Target Admin’s place of business (above) and in secure cloud storage.



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Data might also be stored and saved on third party systems for the purposes of marketing. These 'apps' will be checked before being used to ensure they comply with current GDPR EU regulations. Target Admin will ensure that any data processor used also implements appropriate technical and organisational measures to protect data.

Data is kept for as long as required by the contractual terms of our working Agreement or as required by law (eg. accounts information). On completion of the contract all data held is either deleted with your permission or returned to you and then deleted from our systems.

There are occasions when I am working with you as a VA and contacting your clients on your behalf. This will mean I am a Data Processor for your business. On these occasions you may wish for your client data to be accessed and saved remotely on your systems which will mean no client or personal data is kept on Target Admin computers/resources. This will be discussed with you during contract negotiations.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask for copies of your personal information.

Your right to rectification - You have the right to ask to rectify information you think is inaccurate. You also have the right to ask Target Admin to complete information you think is incomplete.

Your right to erasure - You have the right to ask Target Admin to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask Target Admin to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that Target Admin transfers the information you gave Target Admin to another organisation, or to you, in certain circumstances.



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You are not required to pay any charge for exercising your rights. If you make a request, Target Admin has one month to respond to you.

Please contact Target Admin at, 1 The Old Brickyard, Greenfields Close, Nyewood, Petersfield GU31 5JQ. Tel: 07810 746669. Email: sue.sheppard@targetadmin.co.uk if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how Target Admin have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113