



Privacy Policy

Effective date: June 2020

This Privacy Policy describes the information that Izzy Virtual Assistant collects through our website located at <https://www.izzy-virtual-assistant.com>. Please read through the content of this Privacy Policy carefully and ensure that you understand it. If you do not understand the contents of this Privacy Policy or do not accept or agree with it then you must stop using the website at <https://www.izzy-virtual-assistant.com>.

Izzy Virtual Assistant collects and holds information about individuals (including Clients, persons associated with or employed by Clients, Customers or Business Contacts for the purpose of providing administrative assistance across the world.

1. What Information Do We Collect & How Do We Collect It?

We may collect personal and non-personal information that you provide to us. Personal information is information that can be used to directly or indirectly identify an individual. The types of personal information collected may include, but is not limited to, your name; email address; phone number or business contact details; correspondence address and billing information. You may provide information to us by subscribing to our email list or requesting information through our contact form. Personal information also includes any comments, images, documents or videos that you provide or share on our website or any of our pages or other online platforms.

2. How Do We Use Your Information?

We will use your information to provide specified services outlined in your contract and that you request from us; to raise awareness about recent business related developments; or to provide you with information or event details that we feel may be of relevance or interest to you.

3. Does Izzy Virtual Assistant Share Personal Information With Anyone Else?

We respect your right to privacy and will not disclose, share, sell or rent any personal information held about you without your consent, except to external service providers who have been engaged by us to assist in the provision of services to our clients and customers.

Where we have outsourced a function or activity to an external service provider we will only disclose personal information that the service provider needs to undertake that function or activity, and we require external service providers to agree to keep your personal information secured. We do this by entering into a confidentiality agreement for this purpose.

We will share your personal information where we are under a duty to do so in order to comply with any legal requirements or obligations, any request from the government or where it is necessary in order to enforce or protect our own rights, your safety or that of others, or where it is deemed necessary to investigate fraud.

4. Your Rights in Relation to the Information We Hold

You have a right to access your information and to rectify any part which is inaccurate or incorrect. You also have a right to ask us to delete any information we hold about you or to restrict how your information is processed. If you wish to request a copy of the information we hold about you or make any changes then please contact us at admin@izzy-virtual-assistant.com.

It is important to us that the information we maintain and use is accurate, complete and up-to-date. If at any time your personal details change, please let us know immediately so we can update our records.

5. How and Where Do We Process Your Information?

Any personal information that we collect will be processed and stored securely. We will not keep information for longer than is required with regard to the purpose for which it was collected and will take reasonable steps to destroy or permanently de-identify your personal information when it is no longer required.

This website is located within and operates from The United Kingdom and the relevant laws of The United Kingdom will apply to all matters arising from your use of this website or in any way connected with this website.

This website adheres to GDPR laws, process and procedures and takes your personal data seriously.

If you are accessing this site from outside The United Kingdom, you acknowledge and agree that any personal information you provide will be processed as set out in this Privacy Policy and will be processed in accordance with the laws of The United Kingdom and within GDPR rules and regulations.

6. Data Security

We take the protection of your personal information seriously and have taken suitable and reasonable steps to protect the personal information we hold from misuse, loss, unauthorised access and any modification or disclosure. If you are submitting personal information over the internet that you wish to remain private please note, that while attempts are made to secure information transmitted to this site, there are inherent risks in transmitting sensitive data. If you prefer you can contact us via email at admin@izzy-virtual-assistant.com or by our contact form.

7. Links to Other Sites

The website at <https://www.izzy-virtual-assistant.com> may contain links to other sites. We are not responsible for the privacy practices of those web sites and have no knowledge of whether cookies or other tracking devices are used on any such linked sites. If you have any concerns regarding the privacy of your information you should ensure you are aware of the privacy policies of those sites before disclosing any personal information.

8. Payments

All payments are made via bank transfer and/or PayPal. We will never ask for your credit card details or other financial details such as bank account information.

It is your responsibility to pay your invoices from Izzy Virtual Assistant on time and in accordance with the Payment Terms of your contract. Failure to do so will result in an immediate cessation of all services and may result in legal action.

9. Children

This website is not intended to be accessed by visitors under the age of 18 and consequently we do not intentionally collect information from any visitor who is under the age of 18. In the event that we discover that a person under the age of 18 has accessed our site and provided personal information then we shall attempt to delete and/or destroy any such information as soon as possible.

10. Further Information

If you have any questions about this Privacy Policy or require more information concerning our privacy practices please contact admin@izzy-virtual-assistant.com.

11. Changes to Izzy Virtual Assistant Privacy Policy

This privacy policy is accurate as of June 2020. We reserve the right to alter or amend it without notice. Should the Privacy Policy be altered, the new Policy will be posted on the website at <https://www.izzy-virtual-assistant.com/privacy-policy>.

Your first use of our website after the date of any amendments or alterations will constitute your acceptance of such changes therefore we recommend you review this Privacy Policy regularly to keep informed of any changes.