



**Information Commissioner's Office**

Promoting public access to official information  
and protecting your personal information

## DATA PROTECTION ACT 1998

### Register Entry Report

Registration Number :

Registered :

Expiry Date:

Data Controller:

Address:



## **VSS Virtual Secretarial Services™ Privacy Policy**

This Privacy Policy sets out how VSS Virtual Secretarial Services™ uses and protects any information that you give VSS Virtual Secretarial Services when you instruct us to work for you.

VSS Virtual Secretarial Services™ is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this Privacy Policy.

### **What Information do VSS Virtual Secretarial Services™ collect?**

VSS Virtual Secretarial Services™ may collect the following information:

- Name and Company name
- Contact information, e.g. telephone number, e-mail address
- Information about the business category, e.g. Firm of Solicitors
- Information which could be defined as “sensitive” within the Data Protection Act 1998, for example, financial information, if we are given access to your business database.

### **What VSS Virtual Secretarial Services™ does with this information**

We keep this information as contact information for future assignments, we require any particular instructions that you give Virtual Secretarial Services in order to do your work in order to provide you with a consistently professional service. We may also keep this information to improve our products and services. From time to time, we may contact you by e-mail, phone, fax or mail for this purpose.

### **Security of Information Stored**

VSS Virtual Secretarial Services™ are committed to ensuring that the information stored is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information that is collected from our customers.

**a) Physical Files**

Physical files are kept for 5 years before being destroyed as confidential waste and are held in secure storage. All hard copies of work in progress are disposed of by confidential waste. There is also comprehensive insurance in force.

**b) Computer Files**

All stored work on each of the computers and laptops is password protected. Our computer network has up to date anti-virus software and firewalls installed for your complete satisfaction. However, Internet communication cannot be guaranteed to be secure or virus-free, as information can be intercepted, corrupted, lost, arrive late or incomplete, or contain viruses. VSS do not accept responsibility for any omissions or defects that are present in e-mail communication or any attachments, which have arisen because of email transmission. Also it should be noted that VSS Virtual Secretarial Services' website may contain links to enable you to visit other websites which we think may be of interest to you. Once you use these links and leave our site, VSS Virtual Secretarial Services™ cannot be responsible for the protection and privacy of any information which you may provide whilst visiting an external, site linked to VSS Virtual Secretarial Services™ and such sites are not governed by this Privacy Policy.

VSS Virtual Secretarial Services



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Owner  
VSS Virtual Secretarial Services™  
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