

Virtual Secretary Solutions

organised, fresh, creative

virtual assistance, online marketing, web design & SEO and event planning

Privacy & Security Policy

Virtual Secretary Solutions is 100% committed to protecting the privacy of all company and individual information that Clients provide in order to undertake the work requested. Only Virtual Secretary Solutions will hold any such information and will endeavour to treat it with the utmost respect and confidentiality. Personal Information will be treated in accordance with the Data Protection Act 1998.

On the occasion that Virtual Secretary Solutions would need to sub-contract work out i.e. through illness or unforeseen circumstances, then the Client would be informed and asked to agree and sign a consent form to allow the sub-contractor access to the required information.

Virtual Secretary Solutions will NOT pass on any information to THIRD parties in respect of the names and E-mail addresses collected through this website. Your email addresses will not be sold to mailing lists or external companies or used for SPAM mailings.

Loss and/or damage of client property

Virtual Secretary Solutions cannot be held responsible for any loss, damage, theft etc of any data, materials, projects, equipment or any items relating to the assignment during delivery from / to the office premises.

For insurance and safety reasons personal visits to company premises are not permitted.

Proof reading and errors

Final proof reading is the responsibility of the client. All errors returned within 48 hours will be corrected free of charge.

Confidentiality and security

Virtual Secretary Solutions believes that security and confidentiality is of paramount importance and is happy to sign confidentiality agreements if the client requires.

All incoming emails and attachments, files and disks are scanned for viruses. Any 'suspect' documents or emails - from an unrecognised sender -with no subject heading or containing no message will remain unopened and will be deleted immediately.

Virtual Secretary Solutions scans all outgoing emails and attachments for viruses but does not accept any responsibility for viruses transmitted

Our computer system is virus and password protected.

We encourage all clients to use a secure method to transport any documents to Virtual Secretary Solutions, for example, courier and recorded delivery methods.



W: www.virtualsecretarysolutions.co.uk

E: charlie@virtualsecretarysolutions.co.uk Phone: 05601 455 447 / 07970 625 906

Skype: virtualsecretarysolutions Twitter: virtualgirluk

Virtual Secretary Solutions

organised, fresh, creative

virtual assistance, online marketing, web design & SEO and event planning

Virtual Secretary Solutions endeavours to avoid any system failure and cannot be held responsible for any loss whatsoever due to computer, broadband, power or telephone failure.

Virtual Secretary Solutions is not responsible for the content of the work supplied to us. We reserve the right to refuse anything considered to be illegal or immoral.

Virtual Secretary Solutions accepts no responsibility for the end use of any documents produced by them - this remains solely the responsibility of the client.

Backing up files

Virtual Secretary Solutions will retain back up files of clients work for a period of 12 months, after which all files will be deleted (unless the client specifically requests otherwise). We encourage all clients to retain their own back up of all work completed.

Copies of all files can be provided to the client prior to being deleted by Virtual Secretary Solutions.



W: www.virtualexecutiveassistantsolutions.co.uk

E: charlie@virtualexecutiveassistantsolutions.co.uk Phone: 05601 455 447 / 07970 625 906

Skype: virtualexecutiveassistantsolutions Twitter: virtualgirluk