



# Alison Quinn Virtual Assistant Privacy Policy

## My contact details

**Name:** Alison Quinn – Alison Quinn Virtual Assistant  
**Address:** Sterling House, 7 Ashford Road, Maidstone, Kent, ME14 5BJ  
**Phone Number:** +44 7545 082988  
**E-mail:** office@alisonquinnvirtualassistant.co.uk  
**Website:** www.alisonquinnvirtualassistant.co.uk  
**Date:** 02 August 2022

We are registered in England under ICO registration number ZA533796.

## The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Cookies from www.alisonquinnvirtualassistant.co.uk website:

### Necessary (4)

Necessary cookies help make a website usable by enabling basic functions like page navigation and access to secure areas of the website. The website cannot function properly without these cookies.

Name	Provider	Purpose	Expiry	Type
cookieinfolawinfo-checkbox-functional	alisonquinnvirtualassistant.co.uk	The cookie is set by GDPR cookie consent to record the user consent for the cookies in the category "Functional".	1 year	HTTP Cookie
cookieinfolawinfo-checkbox-necessary	alisonquinnvirtualassistant.co.uk	This cookie is set by GDPR Cookie Consent plugin. The cookies is used to store the user consent for the cookies in the category "Necessary".	1 year	HTTP Cookie
cookieinfolawinfo-checkbox-performance	alisonquinnvirtualassistant.co.uk	This cookie is set by GDPR Cookie Consent plugin. The cookie is	1 year	HTTP Cookie

Name	Provider	Purpose	Expiry	Type
		used to store the user consent for the cookies in the category "Performance".		
cookieawinfo-checkbox-analytics	alisonquinnvirtualassistant.co.uk	This cookies is set by GDPR Cookie Consent WordPress Plugin. The cookie is used to remember the user consent for the cookies under the category "Analytics".	1 Year	HTTP Cookie
cookieawinfo-checkbox-advertisement	alisonquinnvirtualassistant.co.uk	The cookie is set by GDPR cookie consent to record the user consent for the cookies in the category "Advertisement".	1 Year	HTTP Cookie
cookieawinfo-checkbox-others	alisonquinnvirtualassistant.co.uk	This cookie is set by GDPR Cookie Consent plugin. The cookie is used to store the user consent for the cookies in the category "Others".	1 Year	HTTP Cookie
_GRECAPTCHA	alisonquinnvirtualassistant.co.uk	This cookie is set by Google. In addition to certain standard Google cookies, reCAPTCHA sets a necessary cookie (_GRECAPTCHA) when executed for the purpose of providing its risk analysis.	5 months 27 days	HTTP Cookie

Name	Provider	Purpose	Expiry	Type
GDPR Cookie Consent	CookieYes	Stores the user's cookie consent state for the current domain	1 year	HTTP Cookie
Elementor and Elementor Pro	alisonquinnvirtualassistant.co.uk	Used in context with the website's WordPress theme. The cookie allows the website owner to implement or change the website's content in real-time.	Persistent	HTML Local Storage
Astra	alisonquinnvirtualassistant.co.uk	Used in context with the website's WordPress theme. The cookie allows the website owner to implement or change the website's content in real-time.	Persistent	HTML Local Storage

### Statistics (3)

Statistic cookies help website owners to understand how visitors interact with websites by collecting and reporting information anonymously.

Name	Provider	Purpose	Expiry	Type
_ga	alisonquinnvirtualassistant.co.uk	This cookie is installed by Google Analytics. The cookie is used to calculate visitor, session, campaign data and keep track of site usage for the site's analytics report. The cookies store information anonymously and assign a randomly generated number to identify unique visitors.	2 Years	HTTP Cookie

Name	Provider	Purpose	Expiry	Type
_gid	alisonquinnvirtualassistant.co.uk	This cookie is installed by Google Analytics. The cookie is used to store information of how visitors use a website and helps in creating an analytics report of how the website is doing. The data collected including the number visitors, the source where they have come from, and the pages visited in an anonymous form.	1 day	HTTP Cookie
_gat_gtag_UA_193955098_1	alisonquinnvirtualassistant.co.uk	This cookie is set by Google and is used to distinguish users.	1 minute	HTTP Cookie

## Marketing (2)

Marketing cookies are used to track visitors across websites. The intention is to display ads that are relevant and engaging for the individual user and thereby more valuable for publishers and third party advertisers.

Name	Provider	Purpose	Expiry	Type
YSC	alisonquinnvirtualassistant.co.uk	This cookies is set by Youtube and is used to track the views of embedded videos.	session	HTTP Cookie
VISITOR_INFO1_LIVE	alisonquinnvirtualassistant.co.uk	This cookies is set by Youtube and is used to track the views of embedded videos.	5 months 27 days	HTTP Cookie
test_cookie	alisonquinnvirtualassistant.co.uk	This cookie is set by doubleclick.net. The purpose of the cookie is to determine if the user's browser supports cookies.	15 minutes	HTTP Cookie

Name	Provider	Purpose	Expiry	Type
IDE	alisonquinnvirtualassistant.co.uk	Used by Google DoubleClick and stores information about how the user uses the website and any other advertisement before visiting the website. This is used to present users with ads that are relevant to them according to the user profile.	2 years	HTTP Cookie

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

### Statistic cookies (alisonquinnvirtualassistant.co.uk)

**Reason:** Statistic cookies help website owners to understand how visitors interact with websites by collecting and reporting information anonymously.

### Advertising cookies (alisonquinnvirtualassistant.co.uk)

**Reason:** Advertising cookies are used to track visitors across websites. The intention is to display ads that are relevant and engaging for the individual user and thereby more valuable for publishers and third-party advertisers.

### Analytics cookies (alisonquinnvirtualassistant.co.uk)

**Reason:** Analytics cookies are used to track website visitors and their user behaviour. This data is then used to improve the way the website works and in turn, used to improve user experience. Google Analytics (GA) cookies are one of the most common analytics cookies set by websites.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely 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 Alison Quinn on +44 7545 082988 or by email on [office@alisonquinnvirtualassistant.co.uk](mailto:office@alisonquinnvirtualassistant.co.uk).
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.

(f) We have a legitimate interest.

## How we store your personal information

Your information is securely stored on Microsoft OneDrive [servers are in the UK – Durham, London and Cardiff.]

Passwords are stored and or shared with yourself (the client) via LastPass.

We keep:

Type of Information	Time Period	We will then dispose your information by
Full name, email address, postal address, VAT registered number (if applicable)  - Contracts - Invoicing purposes	For entire length of contract and for 12-months after contract end date	Delete contracts containing these details from Microsoft OneDrive
Passwords via LastPass.com	Until access no longer needed or until contract end date (whichever comes first)	Immediate deletion from LastPass once access is no longer permitted
Contact number via WhatsApp Business, part of Facebook	For entire length of contract and for 12-months after contract end date	Contact number will be deleted from contacts list on the handset
Wave	For entire length of contract and for 5 years after contract end date	Delete contact details from Wave invoicing system
Outlook (Microsoft Services)	For entire length of contract and for 5 years after contract end date	Delete emails and contact details from email system
Toggl	For entire length of contract and for 12 months after contract end date	Delete business details from system

## Your data protection rights

Under data protection law, you have rights including:

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

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

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

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.



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

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [cfisher@thevobuddy.co.uk](mailto:cfisher@thevobuddy.co.uk) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at:

**Address:** Sterling House, 7 Ashford Road, Maidstone, Kent, ME14 5BJ

**Phone Number:** 0044 7545 082988

**E-mail:** [office@alisonquinnvirtualassistant.co.uk](mailto:office@alisonquinnvirtualassistant.co.uk)

You can also complain to the ICO if you are unhappy with how we 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

ICO website: <https://www.ico.org.uk>