

KT Virtual PA Privacy Notice

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1.What this privacy notice covers

Your privacy and security of your personal information is important. This privacy notice sets out how we collect and manage your personal information and how your data is stored. For any queries that you may have about your personal information please email ktvirtualpa@gmail.com

2.What personal information does KT Virtual PA collect and use?

Your information is collected if you seek more information about KT Virtual PA when you submit your contact details on the Enquiry form on the website or when you email direct to ktvirtualpa@gmail.com

Your personal information is stored by KT Virtual PA.

The personal information asked for on the Enquiry form is your Forename, Surname, Email address, Industry, Contact Number and What is your enquiry?

KT Virtual PA will contact you by means of email and/or telephone only to the email address and phone number you provide.

By submitting Enquiry form or an email you are consenting to sharing this personal information with KT Virtual PA.

By submitting the Enquiry form or an email as stated above, KT Virtual PA will provide you with further information about its services.

3.What happens to your Personal Information?

Your data is held by KT Virtual PA within the remit of Legitimate Interest. KT Virtual PA does not share, sell, rent, or trade your personal information with third parties. KT Virtual PA will retain access to your personal information for as long is required for us to perform our services as a business. KT Virtual PA will retain and use your personal information as necessary to comply with legal obligations, resolve disputes, and implement agreements.

For all those that have completed and submitted the Enquiry form or sent an email and have had discussions in reference to service needs with KT Virtual PA via email, telephone or website, this information is stored and maintained on KT Virtual PA database.

4.Requesting and Updating Your Personal Information

To request a copy of your personal information or to make changes to it please send an email to ktvirtualpa@gmail.com with the subject line 'Request for Personal Information' and we will undertake to respond to your request within seven working days. Before we can complete your request, you will need to verify your identity to us by confirming two security questions.

5.Deleting Your Personal Information from KT Virtual PA

To request that your personal information be deleted from KT Virtual PA records please send an email to ktvirtualpa@gmail.com the subject line 'Deletion of Personal Information' and we will undertake to respond to your request within seven working days. Before your request is completed you will need to verify your identity to us by confirming two security questions.

6.Changes to this Privacy Notice

KT Virtual PA reserves the right to make changes to its privacy notice. These changes will be posted prominently on the Privacy Notice, home page, and other places deemed appropriate.

7. Security

KT Virtual PA endeavour to take all reasonable steps to protect your personal information. However, KT Virtual PA cannot guarantee the security of any data that you disclose online and will not be responsible for any breach of security unless this is due to negligence or wilful default by KT Virtual PA.