**Your Business Assistant privacy policy**

This privacy policy sets out how we use and protects any information that you give me when you use this website.We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from the website launch.

**What We Collect:**

We collect the following information through our contact form: Name
Email Address
Business Name
Contact Number

**what we do with the information we gather:**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

Internal record keeping:

To keep in contact with you throughout the process of your enquiry.

We may periodically send promotional emails about special offers or other information which we think you may find interesting using the email address which you have provided.

Security:

We are committed to ensuring that your information 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 we collect online.

**controlling your personal information.**

You may choose to restrict the collection or use of your personal information in the following ways:
Whenever you fill in a form on this website you agree to allow your data to be collected and stored”.

If you have previously agreed to me collecting your personal information, you may change your mind at any time by writing to or emailing us at **ali@yourbusinessassistant.co.uk**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information.

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

30-04-2020