

# DaytoDay Admin Services



## Privacy Policy

DaytoDay Admin Services (sole trader) are committed to protecting and respecting your privacy. This privacy notice provides you with details of how we collect and process your personal data through your use of [ww.daytodayadminsolutions.co.uk](http://ww.daytodayadminsolutions.co.uk) and any work we are contracted to undertake.

### What We Hold

We collect information about you when you contact us about our services or commission us to work on your behalf. We hold personal data, as defined by the General Data Protection Regulations (GDPR). This information includes name, email address, home address, telephone numbers, work address. This list is not exhaustive.

Your data is not disclosed or passed onto any individual or company. Any website usage information is collected using cookies (see section below regarding cookies for more details)

### Why We Hold It

We only use data where we have a proper reason to do so and will always seek consent if we feel that our communications fall outside of our legal responsibilities or the basis for legitimate interest.

### Access to Your Information

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all your personal information, please email [chantelle@daytodayadminsolutions.co.uk](mailto:chantelle@daytodayadminsolutions.co.uk)

### Data Storage

The security of your data is very important to us and we take steps to ensure it is held securely. This includes any personal information about you (as described above) and your privacy/marketing preferences. Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

### Right to Request Deletion of Information

You have the right to request that your information is completely removed from our records. Right to erasure requests should be made by email, addressed to the Data Controller at [Chantelle@daytodayadminsolutions.co.uk](mailto:Chantelle@daytodayadminsolutions.co.uk)



## Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org). You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases some of our website features may not function correctly as a result.

## Privacy Policy Updates

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website