

## Data Protection Registration Certificate

Miss Helena Marie Stawicki

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Registration reference: ZA122890  
Date registered: 15 June 2015  
Registration expires: 14 June 2024



Issued by: Information Commissioner's Office,  
Wycliffe House, Water Lane, Wilmslow, Cheshire  
SK9 5AF

Telephone: 0303 123 1113  
Website: [ico.org.uk](http://ico.org.uk)

### VSS Virtual Secretarial Services™ Privacy Policy

This Privacy Policy sets out how VSS Virtual Secretarial Services™ uses and protects any information that you give VSS Virtual Secretarial Services when you instruct us to work for you.

VSS Virtual Secretarial Services™ is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this Privacy Policy.

#### What Information do VSS Virtual Secretarial Services™ collect?

VSS Virtual Secretarial Services™ may collect the following information:

- Name and Company name
- Contact information, e.g. telephone number, e-mail address
- Information about the business category, e.g. transcription

- Information which could be defined as “sensitive” within the General Data protection Regulation (GDPR) EU 2016/679, for example, financial information, if we are given access to your business database.

### **What VSS Virtual Secretarial Services™ does with this information**

We keep this information as contact information for future assignments, we require any particular instructions that you give Virtual Secretarial Services™ in order to do your work in order to provide you with a consistently professional service. We may also keep this information to improve our products and services.

### **Security of Information Stored**

VSS Virtual Secretarial Services™ are committed to ensuring that the information stored 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 that is collected from our customers.

#### ***a) Physical Files***

Physical files are kept for 5 years before being destroyed as confidential waste and are held in secure storage. The physical file only holds financial transaction information needed for tax and auditing purposes in line with HMRC practice. All hard copies of work in progress are disposed of by confidential waste once the open file is closed. All recordings and typed documents are erased once the file is closed. There is also comprehensive insurance in force.

#### ***b) Computer Files***

All stored work on each of the computers and laptops is password protected. Our computer network has up to date anti-virus software and firewalls installed for your complete satisfaction. Furthermore, all recordings received and typed documents, for example, transcripts are encrypted as an extra layer of security.



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Owner

VSS Virtual Secretarial Services™

Updated May 2023