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# EVOLVE

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VIRTUAL ASSISTANCE

## Privacy Policy

This Privacy Policy outlines the practices and policies of our virtual assistance services regarding the collection, use, and protection of your information. Please read this policy carefully to understand how we handle your data.

### Information Collection:

In our pursuit of delivering tailored virtual assistance, we gather pertinent information, encompassing personal details like your name, contact information, and task-specific nuances, designed to ensure the efficient and personalized provision of our services.

### Use of Information:

The information we collect is employed exclusively for the facilitation of effective virtual assistance. We assure you that your data will not be utilized for any unrelated purposes without obtaining your explicit consent, thus maintaining the integrity of our commitment to your privacy.

### Information Security:

Committed to the highest standards of diligence in data protection, we employ robust security measures. This commitment extends to safeguarding your information against unauthorized access, disclosure, alteration, and destruction, ensuring a secure environment for your sensitive data.

### Third-Party Disclosure:

Your information is held in strict confidence and is not disclosed to third parties unless deemed necessary for service provision or mandated by legal requirements. Any third parties involved in such instances are held to stringent confidentiality standards to ensure the utmost protection of your data.

### Cookies and Tracking Technologies:

Employing cookies and similar technologies, we strive to enhance your user experience and gather insights into the usage patterns of our services. You retain the option to manage your cookie preferences through your browser settings, providing you with control over your online experience.

### Data Retention:

We adhere to a data retention policy that ensures your information is retained only for the duration necessary to fulfill the purposes outlined in this Privacy Policy. Upon request, we commit to deleting or anonymizing your data unless retention is mandated by legal obligations.

### Your Rights:

You possess a range of rights, including the ability to access, correct, or delete your personal information. Should you wish to exercise these rights or communicate concerns regarding the handling of your data, please feel free to contact us using the information provided below.

### Changes to the Privacy Policy:

Recognizing the dynamic nature of our digital landscape, we reserve the right to periodically update this Privacy Policy. Any modifications will be communicated to you through the contact information we have on record, ensuring transparency in our practices.

### Contact Us:

If you have any questions, concerns, or requests regarding our Privacy Policy or the handling of your personal information, please contact us at [charlotte@evolveva.co.uk](mailto:charlotte@evolveva.co.uk)

By engaging our virtual assistance services, you affirm your understanding and consent to the comprehensive terms outlined in this Privacy Policy.