

## **PRIVACY POLICY**

The Bespoke PA is bound by The General Data Protection Regulations (EU) 2016/679 (GDPR). I will always protect your privacy and ensure any information I have used will be in accordance with this privacy policy.

I will only collect, store and utilise information relevant to the services provided by me. This will include but is not limited to the following:

- Names
- Emails
- Telephone Numbers
- Dates of Birth
- National Insurance Numbers
- Passport / Visa numbers
- Employer / Employee Information
- Accounts & Payroll information
- Bank Account / Credit Card Details

I use the information only to work on your behalf and will not disclose your personal information to any third party companies unless you have given me permission.

I do not keep lists for mailing purposes from anyone making an enquiry. All your personal data is kept securely and will not be kept for longer than is necessary for the purpose of us working together.

Cookies are files on websites that log information about visitor behaviour. This information can be used to create statistical reports on website activity. Browsers can be set to not to accept cookies. For more information please visit [www.aboutcookies.org](http://www.aboutcookies.org)