



# EXECUTIVE VIRTUAL SERVICES

## **EVS Privacy Policy**

### PRIVACY POLICY

Like most business's, EVS collects your personal information of their Associates and Clients. It means that we can send you emails, documentation and contracts detailing our working relationship.

Since we have your details, it only seems fair for you to have ours. EVS is a company incorporated in England and our company number is 10526867.

We are a data controller registered with the Information Commissioner. Basically, we make sure to tell all concerned about the information we have squirreled away. Honesty is the best policy, after all.

Still got a burning question? Feel free to contact us at:

Maggie Johnson  
Executive Virtual Services Limited  
16 Paradise Road  
Writtle  
Essex  
CM1 3HP

You can also call us on 07960325020 or email [maggie@executivevirtualseervices.co.uk](mailto:maggie@executivevirtualseervices.co.uk)

What we need to know about you

Let's start with the basics. Our clients and Associates are more than a name and address, email and contact telephone numbers but we need to know these for our legal and working contracts, as well as verify your payment details.

In the near future, we may be sending out newsletters and offers. If you don't fancy being on the mailing list you will be able to unsubscribe at any time, or just email [maggie@executivevirtualseervices.co.uk](mailto:maggie@executivevirtualseervices.co.uk) We'll start the process straight away.

What else? We sometimes ask for the details of your payments, when you agree to our services, and need to know you're over 18. It's only then that you can legally enter a contract with your own money.

#### Addition Data Source

On the rare occasion, we may have received personal data from third parties, to say that you are interested in our services. We would use the third party to agree contact before reaching out to you directly.

#### Basis for processing your information and how we use it

Remember, we're in this together. When you agree our services, you're entering a contract and that's one of the bases we use for processing your data.

Under data protection law, it is considered a legitimate business interest for us to use our customers' details for direct marketing, so it is our intention to do so. However, we understand that not everybody wants to receive marketing, so if you do not wish to receive any further email messages from us, (and we quite understand if you don't, but remember that if you unsubscribe we will not be able to send you sale details before anyone else).

please update your preferences if you have any changes during our working relationship by emailing your changes to [maggie@executivevirtualseervices.co.uk](mailto:maggie@executivevirtualseervices.co.uk) Please ensure you include your full name and address.

#### How long is your information kept?

We don't want to get all hot and heavy, but if you keep working with us we like to think we're 'in a relationship'. That means we keep a record of our working relationship. This record helps us answer any questions about our history. We might also need to keep your information for more boring important legal or audit purposes. And we know when we're not wanted. If you haven't worked with us for six years, we will come to the sad conclusion that we may have lost you and delete your information from all our systems.

#### Your rights

You have a right to access any data we hold about you and we will deal with any subject access request within 30 days because we like to be helpful. Please contact [maggie@executivevirtualseervices.co.uk](mailto:maggie@executivevirtualseervices.co.uk) .

You have the right to ask us to stop processing your data. Please contact us to let us know if you want us to erase, stop or amend any part of our processing and as far as we can (when considering our own legal obligations) we will do so.

If you have any complaints, you can contact us (see details below) and we'll do our utmost to get to the bottom of things. If, after contacting our Data Protection Officer you feel your complaint has not been dealt with satisfactorily, the supervisory authority for data

protection in the UK is the Information Commissioner's Office (ICO) which you can contact on 0303 123 1113 or via their website at [ico.org.uk](http://ico.org.uk).

## Cookies

Although we don't currently use cookies, we are revamping and may introduce these soon.

Cookies are small text files that websites send to your computer. A cookie can be thought of as an Internet user's identification card. They let the website know when the user has returned. This lets the site bring up information relevant to that user, for example your name.

Cookies make the interaction between users and websites faster and easier. Without cookies, it remembers the user's preferences or registration details for a future visit. The EVS website may use cookies to allow clients to move from one part of the web site to another without having to login repeatedly.

Cookies are not computer programs and can't read other information saved on your hard drive. They cannot be used to disseminate viruses, or get a user's email address etc. They only contain and transfer to the website as much information as the users themselves have disclosed to that website. It is possible to opt out of cookies via your browser's cookie settings, but if you do this you will not be able to shop from the Boden website as the functions of the website are dependent on cookies. Please note that cookies are computer specific, so if you log on to any site from a different computer, the cookie settings on that computer will apply.

For further information about managing and disabling cookies on your computer see [www.allaboutcookies.org/manage-cookies](http://www.allaboutcookies.org/manage-cookies).

When you visit our site, cookies are either served directly by us, or by our business partners. Here is a description of the different kind of cookies we use.

**Essential cookies** These cookies allow you to use the basic functionality of our website. For example, browsing our products, ordering and paying for items, checking your account information.

**Performance cookies** They allow us to get to know how you use our website. They are used to analyse visitor information such as usage, visitor numbers and help us see how effective our advertising is and to understand what you like. We also use this information to help improve our website, make our marketing more relevant and improve the user experience.

**Functionality cookies.** They allow us to provide additional functionalities to the website and will retain some settings information. Whilst not essential for the functionality of our site, they do enable extra features that should improve your experience.

**Targeting cookies.** We also use cookies to track visitors' interest in our products. We may use this to understand what most appeals to our customers, so we can make our offers as appropriate as possible. Browsing behaviour is also used to create relevant banner advertising with product recommendations that we believe best relate to the items you viewed on our website. These banners are then served across other websites that you may visit, typically news sites, video sites and blogs. This process is called behavioural advertising

and although the adverts are individually tailored to each visitor, all cookie data is anonymised and stored temporarily. Additionally, all banners of this type feature an "i" icon that provides more information from each advertising network and instructions on how to opt out. We also use the browsing behaviour data to create personal product recommendations on our website, and our marketing emails.