

Odber Virtual Privacy Policy

Odber Virtual contact details

Name: Patricia Odber
Address: 24 Cassie Close, Cove Bay, Aberdeen AB12 3WE
Phone Number: 07889 548465
E-mail: patsy@odbervirtual.com

The type of personal information we collect

We currently collect and process the following information:

- Name
- Address
- Phone number
- Email
- Website/social media user stats
- Client customer/client information for data entry/research

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Contact information
- Project specific

We use the information that you have given us to:

- Contact you
- Create a contract
- Complete requested projects

We may share this information if requested by you only.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- 1) **Your consent, you can remove your consent at any time, and you can do this by contacting Patricia Odber, 07889 548465**
- 2) **We have a contractual obligation.**
- 3) **We have a legitimate interest.**

How we store your personal information

Your information is securely stored.

We keep information on a password protected company laptop and phone for the period of our agreed contract. We will then dispose of your information twelve months after the contract end date by erasing all data from the company laptop and phone. Any paperwork will be securely shredded.

Your data protection rights

Under data protection law, you have rights including:

- 1) Your right of access** - You have the right to ask us for copies of your personal information.
- 2) Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- 3) Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- 4) Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- 5) Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- 6) Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

How to complain

If you have any concerns about our use of your personal information, you can contact us at patsy@odbervirtual.com, 07789 548465 or 24 Cassie Close, Cove Bay, Aberdeen AB12 3WE.

You can also contact the ICO if you are unhappy with how we have used your data.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>