



PRESTIGE TASKING

Executive support, exceptional standards

Privacy Policy

1. Who We Are

Prestige Tasking ("we", "our", or "us") provides virtual assistant services to clients in the UK and globally. We are committed to protecting your personal data and respecting your privacy.

We act as a data controller when we collect personal information for our own use (e.g., client management), and as a data processor when handling personal data on behalf of clients.

2. What Personal Data We Collect

We may collect and process the following types of personal data:

- Contact Information: name, email address, phone number.
- Business Information: company name, job title, services required.
- Social media account information.
- Files or documents submitted by the client.
- Communications: emails, call transcripts, messages.
- Payment Information: invoices, bank details (if required for payments).
- Usage Data: information on how you use our services or website.
- Client Data: information you provide to us for processing on your behalf.

3. How We Collect Your Data

We collect data through:

- Direct interactions (e.g., when you contact us via email or forms).
- Service delivery (e.g., tasks completed on your behalf).
- Website interaction (e.g., through cookies or analytics tools, if applicable).

4. How We Use Your Data

We use your personal data for the following purposes:

- To provide virtual assistant services
- To communicate with you
- To manage billing and contracts
- To comply with legal obligations
- To improve our services and operations

5. Lawful Basis for Processing

We process your data under the following lawful bases:

- Contractual necessity
- Legal obligation
- Legitimate interests
- Consent

6. Sharing Your Data

We do not sell your personal data. We may share your information with:

- With third-party service providers who assist us in delivering services (e.g., cloud storage, invoicing platforms)
- When required by law or regulation
- Other parties, with your explicit consent

7. International Data Transfers

If we process or store your data outside the UK, we ensure appropriate safeguards are in place.

8. Data Security

We take data protection seriously and implement appropriate technical and organisational measures including:

- Secure cloud storage
- Password protection and two-factor authentication
- Limited access to authorised personnel only

9. Data Retention

We retain personal data only for as long as necessary:

- Client data: up to 6 years
- Communication data: as long as needed
- Marketing data: until you unsubscribe or request deletion

10. Your Rights

Under the UK GDPR, you have rights including:

- Access – to request a copy of the data we hold about you
- Rectification – to correct any inaccurate data
- Erasure – to request deletion of your data



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- Restriction – to limit how we process your data
- Data Portability – to receive your data in a transferable format
- Objection – to object to certain types of processing
- Right to lodge a complaint with the ICO

To exercise your rights, contact:

becky@prestigetasking.co.uk

11. Data Breaches

In the event of a data breach, we will notify affected parties and the relevant supervisory authority (ICO in the UK) within 72 hours, where legally required.

12. Cookies (If Applicable)

We may use cookies to enhance user experience. You can control cookies through your browser settings. Please see the Prestige Tasking Cookie Policy for more details.

13. Contact Us

Prestige Tasking

Email: becky@prestigetasking.co.uk

13. Changes to This Policy

We may update this policy. The latest version will always be posted on our website or upon request.

Effective Date: August 2025

Last Reviewed: August 2025