

PRIVACY POLICY

Effective Date: March 2025

1. Introduction: Har-PA Virtual Assistant Services ("we," "us," or "our") is committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website [yourwebsite.com], use our services, or engage with us in any other way. Please read this policy carefully to understand our views and practices regarding your personal data and how we will treat it.
2. Information We Collect: We may collect and process the following types of information:
 - Personal Information: Name, email address, phone number, company name, and other information you provide when filling out forms on our website.
 - Usage Data: Information about how you use our website, such as your IP address, browser type, pages visited, and the time and date of your visit.
 - Cookies: We may use cookies to enhance your experience on our website. Cookies are small files stored on your device that help us track and analyze your interactions with our website.
3. How We Use Your Information: We use the information we collect for the following purposes:
 - To Provide Services: To deliver the virtual assistant services you request and manage our relationship with you.
 - To Improve Our Website: To analyze usage patterns and improve the functionality and content of our website.
 - To Communicate: To respond to your inquiries, provide customer support, and send important updates related to our services.
 - Marketing: With your consent, to send you promotional materials and newsletters about our services.
4. Information Sharing and Disclosure: We may share your information with third parties in the following circumstances:
 - Service Providers: We may share your information with third-party service providers who perform services on our behalf, such as web hosting, email delivery, and payment processing.
 - Legal Requirements: We may disclose your information if required by law or in response to valid requests by public authorities (e.g., a court or government agency).
 - Business Transfers: In the event of a merger, acquisition, or sale of assets, your information may be transferred to the new owner.
5. Data Security: We take the security of your information seriously and implement appropriate technical and organizational measures to protect it from unauthorized access, disclosure, alteration, or destruction.

6. Your Rights: You have the following rights regarding your personal information:
 - Access: You have the right to request access to the personal information we hold about you.
 - Correction: You have the right to request correction of any inaccurate or incomplete information.
 - Deletion: You have the right to request deletion of your personal information, subject to certain legal obligations.
 - Objection: You have the right to object to the processing of your personal information under certain circumstances.
 - Data Portability: You have the right to request a copy of your personal information in a structured, machine-readable format.
7. Changes to This Privacy Policy: We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. We will notify you of any significant changes by posting the updated policy on our website.
8. Contact Us: If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at jade@har-pa.co.uk.

This privacy policy outlines our commitment to protecting your personal information and ensuring transparency in how we handle your data.