

# Virtual Assistant Privacy Policy

Verba Intellect Ltd (“we”, “us”, or “Company”) is committed to protecting the personal data of contractors, virtual assistants (“VAs”), and other independent workers engaged with the Company.

This Privacy Policy applies to individuals applying to or engaged as contractors or Virtual Assistants and explains what data we collect, how we use it, and your rights under UK GDPR and the Data Protection Act 2018.

## 1. Data Controller

Verba Intellect Ltd

Registered Address: 1 Royal Avenue, Scarborough, YO11 2LS, United Kingdom

Company Number: 16830760

ICO Registration Number: ZC041622

Email: hello@verbaintellect.co.uk

Tel.: +44 1723 256236

## 2. Personal Data We Collect

We may collect and process the following categories of personal data from contractors / VAs:

- **Identity Information:** Name, date of birth, gender, photograph.
- **Contact Information:** Email address, phone number, postal address.
- **Professional Information:** CV, qualifications, experience, references, interview recordings.
- **Financial Information:** Bank account details for payment, invoices.
- **Identification Documents:** Passport, national ID, or other verification documents.
- **Technical Information:** IP address, device type, and other system information when using Company platforms.
- **Emergency Contact Information:** Name, relationship, and contact details of a nominated emergency contact.

## 3. Purpose of Processing

We process your personal data for the following purposes:

- To assess your suitability for assignments and onboarding as a contractor.
- To administer contracts, invoices, and payments.
- To provide you with access to Company systems and client assignments.
- To comply with legal, regulatory, or contractual obligations.
- To maintain accurate records of work performed and communications.
- To communicate important operational updates, policies, or changes to agreements.
- To contact a nominated emergency contact where necessary for health, safety, or welfare reasons.

## 4. Legal Basis for Processing

We rely on one or more of the following legal bases under UK GDPR:

- Performance of a Contract: Processing is necessary to manage your engagement as a contractor.
- Legal Obligation: Processing is required to comply with tax, identity verification, and other statutory or regulatory obligations applicable to contractors.
- Legitimate Interests: Processing is necessary to manage our talent pool, maintain service quality, and protect the Company and our clients' operations.

## 5. Data Retention

We will retain your personal data only for as long as necessary to fulfil the purposes for which it was collected, including:

- Contractual obligations with the Company.
- Statutory and regulatory record-keeping requirements.  
After this period, your data will be securely deleted or anonymized.

## 6. Data Sharing

We may share your personal data with:

- Clients for the purpose of performing assignments.
- Payroll or payment processors to administer invoices and payments.
- Government authorities or regulators where legally required.  
We do not sell or disclose your personal data for marketing purposes.

## 7. Data Security

We implement appropriate technical and organizational measures to protect your personal data, including:

- Secure storage of electronic and physical records.
- Access controls and encryption where applicable.
- Regular review and monitoring of data access and usage.

## 8. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data and receive a copy.
- Request correction of inaccurate or incomplete data.
- Request deletion of your personal data where lawful.
- Restrict processing in certain circumstances.
- Object to processing for direct marketing or legitimate interests.
- Data portability where applicable.

To exercise any of these rights, please contact: [hello@verbaintellect.co.uk](mailto:hello@verbaintellect.co.uk)

## 9. Complaints

If you believe your data has been processed unlawfully, you have the right to lodge a complaint with the Information Commissioner's Office (ICO): <https://ico.org.uk>

## **10. Updates to this Notice**

We may update this Privacy Notice from time to time. The latest version will be available on our website.

## **11. Acknowledgment**

By applying to work with Verba Intellect Ltd or engaging as a contractor / VA, you acknowledge that you have read and understood this Privacy Policy.