

Website Privacy Policy

Verba Intellect Ltd (“we”, “our”, or “the Company”) is committed to protecting the privacy of visitors to our website and individuals who contact us prior to entering into a formal service agreement.

This Website Privacy Policy explains how we collect, use, and protect personal data when you browse our website or submit an enquiry.

1. Data Controller

The data controller is:

Verba Intellect Ltd

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

Company Number: 16830760

ICO Registration Number: ZC041622

Email: hello@verbaintellect.co.uk

Telephone: +44 1723 256236

2. Personal Data We Collect

When you visit our website or submit an enquiry, we may collect:

- Name, email address, phone number, and business details
- Information submitted via contact forms, consultation requests, or questionnaires
- Communications sent to us by email or through the website
- Technical data such as IP address, browser type, and device information
- Cookies and analytics data (where applicable)

3. How We Use Your Data

We use your personal data to:

- Respond to enquiries and consultation requests
- Assess suitability and scope for potential services
- Communicate with you prior to any formal engagement
- Operate, maintain, and improve our website
- Comply with legal or regulatory obligations

4. Legal Basis for Processing

We process your personal data on the following legal bases:

- Legitimate interests (responding to enquiries, managing our business)
- Steps prior to entering into a contract
- Legal obligations, where applicable

5. Data Sharing

We do not sell your personal data.

We may share your data with:

- Trusted service providers supporting website operation or communications

- Professional advisers where legally required
- Authorities or regulators if required by law

6. Data Retention

We retain website enquiry and communication data only for as long as necessary to respond to your enquiry and meet legal, regulatory, or operational requirements.

7. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction or deletion (where legally permissible)
- Restrict or object to processing
- Request data portability
- Lodge a complaint with the Information Commissioner's Office (ICO)

8. Transition to Other Privacy Policies

- If you become a client of Verba Intellect Ltd, your personal data will be processed in accordance with our Client Privacy Policy.
- If you apply or engage as a Virtual Assistant / Contractor, your personal data will be processed in accordance with our Virtual Assistant Privacy Policy.

9. Data Security

We implement appropriate technical and organisational measures to protect personal data from unauthorised access, loss, or misuse.

10. Updates to This Policy

We may update this Website Privacy Policy from time to time. The most current version will always be available on our website.