

Privacy Policy

Updated On: October 18, 2018

By using T's Virtual Office Services, you are consenting to this Privacy Policy.

I (Tammy Stuart), doing business as T's Virtual Office Services, may revise and update this Privacy Policy at any time. Your continued usage of the <https://tstuartvos.wixsite.com/office> website will mean you accept those changes.

T's Virtual Office Services is committed to protecting your privacy online. This Privacy Policy describes the personal information collected through this website at <https://tstuartvos.wixsite.com/office> and how that information may be collected.

This online Privacy Policy applies only to information collected through the website and information collected offline.

Information and Data Collected Offline

All information collected offline will be considered part of your service contract and will be used for project information and billing purposes only. When you become a customer by purchasing a service, information may be retained about you that includes your name, email address, contact details, purchase details including amounts. Your project, audio files, case files and other information given are completely confidential and will not be used for any other purpose but to carry out the service requested. For confidential case files and legal documents there will be an additional confidentiality agreement signed.

Information and Data Collected

Information may be collected from you when you place an order, subscribe to the newsletter, visit the website, respond to a survey or fill out a form. The lawful basis for collecting and processing of the information as described below is legitimate interest meaning the growth of my business and understanding how to best serve and market to my customers.

Contact and Communication Information

When you register on this site using one of the opt-in forms, as appropriate, you may be asked to enter your: name and email address. When you register as a subscriber on this site, data may be collected such as your name and email address. This information may be used to send you periodic communications such as order updates, company news, or marketing information. I use an email automation service and there is an unsubscribe button at the bottom of those emails.

Individual Customer Information

When you become a customer by purchasing a service, information may be retained about you that includes your name, email address, contact details, purchase details including amounts. This information is used for delivering a finished product or service agreed upon in your service agreement.

Individual User Information

Website may use cookies to better understand how you use this website, products and services.

Unsubscribe or Withdraw Consent

If at any time you would like to unsubscribe from receiving future promotional emails, there is unsubscribe button at the bottom of the automated emails.

If after you opt-in, you change your mind, you may withdraw your consent for further communications by contacting me at tstuart.vos@gmail.com. I will withdraw your information from the list manually.

Protecting Your Information

Your information, whether public or private, will not be sold, exchanged, transferred or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested.

A variety of security measures are used to maintain the safety of your personal information when you place an order or enter, submit or access your personal information. Some projects may use Google Docs, Dropbox or other web-based programs. You will have your own login for those services.

If you request email management or similar services that require me to log in to your account, a separate confidentiality agreement will be signed that pertains specifically to confidential use of your login, passwords, and personal information. If you feel there is a breach of security for these accounts, change your password. We can discuss over the phone if other measures need to be changed.

Payment for services can be made through PayPal or Invoiced with QuickBooks for payment by credit card. After a transaction, your private information (credit cards, social security numbers, financials, etc.) will not be stored in my database or servers used.

If another payment provider is used please make sure you read their privacy policies, as I am not liable for those transactions by an outside provider.

Affiliate Links

There may be affiliate links to products or services on this website. These affiliate link sites have separate and independent privacy policies. T's Virtual Office Services will have no responsibility or liability for the content and activities of these linked sites. I may also make money from those links if you choose to purchase from those sites. They are placed on the website for your convenience.

Cookie Policy and Information

Cookies are small files that a site or its service provider transfers to your computer's hard drive through your web browser (if you allow) that enables the site's or service provider's systems to recognize your browser and capture and remember certain information.

This site may collect cookies or similar tracking technologies. This means information that this website's server transfers to your computer. This information can be used to track your session on the website. Cookies may also be used to customize the website content for you as an individual. If you are using one of the common Internet web browsers, you can set up your browser to either let you know when you receive a cookie or to deny cookie access to your computer.

Minors

Minors: Anyone under 18 years of age that may use the website, or request a project or service, please do so with parental permission and supervision. If a parent or guardian of a child who has provided such personal information would like the information deleted from T's Virtual Office Service's records, he or she should contact me at the email address listed at the bottom of this policy statement. The child's personal information will be removed. In short, please don't pay me to do your homework!

Right to Refuse Service

As an independent contractor, I have the right to refuse service to anyone for any reason. A consultation before a service is accepted, will determine if there are any time constraints, specialized skill, or other issue that might prevent a service from being provided. Most of my services are provided through web-based programs and with software that I have purchased or subscribed to. Each program is used within the legal parameters of its specified use and copyright.

Contacting T's Virtual Office Services

If there are any questions regarding this Privacy Policy, you may contact me using the information below.

Email: tstuart.vos@gmail.com