



**Effective Date:** 12th March 2025

## Introduction

Blossom Solutions – Virtual Assistance (“I”) value your privacy. This Privacy Policy outlines how I collect, use, store, and protect your personal information. By using my website and services, you agree to the collection and use of information in accordance with this policy.

## Information I Collect

I collect the following types of personal data:

- **Contact Information** - Name, email address, business details when you contact me via forms or email.
- **Usage Data** - Information on how you access and use our website (via cookies and tracking tools like Google Analytics).
- **Communication Data** - Messages, inquiries, and responses you send me via email or contact form.

## How I Use Your Information

I use the collected information to:

- Respond to inquiries and provide customer support.
- Send you relevant updates about our services (with your consent).
- Improve our website and service offerings through data analysis.

## Data Sharing

I may share your personal data with third-party service providers, such as:

- **Email Marketing Services** -To send newsletters and updates (Mailchimp, etc.).
- **Accounting and Business Management Tools** - For invoicing and managing finances (QuickBooks, etc.).

I ensure that all third-party providers follow GDPR-compliant privacy practices.

## Data Protection

I employ reasonable measures to protect your personal data, including secure storage and encrypted transmission, to prevent unauthorised access, alteration, or destruction.

## Your Rights

You have the right to:

- Request access to your personal data.
- Correct or update inaccurate data.



- Request deletion of your personal data.
- Object to the processing of your personal data for certain purposes.

To exercise these rights, please contact me at [holly@blossomsolutions.co.uk](mailto:holly@blossomsolutions.co.uk).

### **Retention of Data**

I will retain your personal data only for as long as necessary to fulfill the purposes outlined in this policy or as required by law.

### **Cookies**

I use cookies to enhance user experience. You can manage cookie preferences in your browser settings, but disabling cookies may affect the website's functionality.

### **Changes to This Policy**

I reserve the right to update this Privacy Policy from time to time. Any changes will be posted on this page with an updated effective date.

### **Contact Me**

If you have any questions about this Privacy Policy or your personal data, please contact me at: [holly@blossomsolutions.co.uk](mailto:holly@blossomsolutions.co.uk)

Email: [holly@blossomsolutions.co.uk](mailto:holly@blossomsolutions.co.uk)

Phone: 07955744619