Task Anna, Freelance Personal Assistant – Data Privacy

ICO registered.

Registration No: ZA566785

Privacy Policy

This Policy is between you, the User, and Anna Svenson-Tuckey, the Owner, of this Website. This Policy applies to the Owner's use of any and all data collected by the Owner in relation to the User of the website.

1. Definitions and Interpretation
   In this Policy the following terms shall have the following meanings:
   "Data" means collectively all information that you submit to the Owner via the Website. This definition shall, where applicable, incorporate the definitions provided in the General Data Protection Regulations (GDPR);
   "User" means any third party that accesses the Website, and is not employed by the Owner; and
   "Website" means the website that the User is currently using https://www.taskanna.com/ and any sub-domains of this site unless expressly excluded by their own terms and conditions.

2. Scope of this Policy
   This Policy applies only to the actions of the Owner and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website, including but not limited to, any links the Owner may provide to social media websites.

3. Data Collected
   1 This Website does not collect Data about the Users by any means unless you contact Anna Svenson-Tuckey via an email link which may be included on the Website. This Website does not place cookies on the User's computer and does not use any other means of data collection including, but not limited to, forms.
   3.2 From emails the Owner may collect the User's name, job title, profession, telephone number or email address and any other information which the User opts to supply.

4. The Owner's Use of Data
   The Owner may use the User's Data for the following purposes:
   1 responding to the contents of any email;
   4.2 internal record keeping;
   4.3 improvement of the Owner's products/services;
   4.4 transmission by email of promotional materials that may be of interest to the User;
   4.5 contact for market research purposes which may be done using email. Such information may be used to customise or update the Owner's website.

5. Links to Other Websites
   This Website may, from time to time, provide links to other websites. The Owner has no control over such websites and is in no way responsible for the content thereof. This Policy does not extend to the use of such websites. Users are advised to read the privacy policy or statement of the other websites prior to using them.

6. Accessing the User's own Data
   The User has the right to ask for a copy of any of the personal data held by the Owner (where any such data is held) on payment of the following fees https://ico.org.uk/for-the-public/personal-information/

7. Security
   Data security is of great importance to the Owner and to protect the User's Data there is in place suitable physical, electronic and managerial procedures to safeguard and secure Data collected via this Website.

8. If a User believes any information the Owner is holding is incorrect or incomplete, please email the Owner as soon as
   The Owner will promptly correct any information found to be incorrect.

9. Changes to this Policy
   The Owner reserves the right to change this Policy as is deemed necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and the User is deemed to have accepted the terms of the Policy on their first use of the Website, following the alterations.

Cookies Policy

Anna Svenson-Tuckey Freelance PA is committed to maintaining the trust and confidence of visitors to the website.

When a User visits https://www.taskanna.com/ a third-party service, Google Analytics, collects standard internet log information and details of visitor behaviour patterns. Please find more information on how cookies are used on this website in the Cookies Policy below.

Access to Your Personal Information
A User is entitled to access any personal information that is held. Please email your request to the data protection officer – anna@taskanna.com

A system of classifying the different types of cookies used on the Website, or which may be used by third parties through our websites was developed by the International Chamber of Commerce UK and explains more about which cookies are used, why they are used, and the functionality you will lose if the user decides not to want to have them on their device.

What is a cookie?
Cookies are text files containing small amounts of information which are downloaded to a user's personal computer, mobile or other device when they visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's device.

How long are cookies stored for?
Persistent cookies – these cookies remain on a user's device for the period of time specified in the cookie. They are activated each time that the user visits the website that created that particular cookie.

Session cookies – these cookies allow website operators to link the actions of a user during a browser session. A browser session starts when a user opens the browser window and finishes when they close the browser window. Session cookies are created temporarily. Once you close the browser, all session cookies are deleted.

Cookies do lots of different jobs, such as letting users navigate between pages efficiently, remembering preferences, and generally improving the user experience.

You can find more information about cookies at www.allaboutcookies.org and www.youronlinechoices.eu.

Cookies used on the Website
A list of the cookies used on the Website, by category, is set out below.

Strictly necessary cookies
These cookies enable services you have specifically asked for. These cookies are essential in order to enable you to move around the Website and use its features, such as accessing secure areas of the website.

Performance cookies
These cookies collect anonymous information on the pages visited. By using the Website, the user agrees that these cookies can be placed on their device.

These cookies collect information about how visitors use the website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how the website works.

Functionality cookies
These cookies remember choices made to improve user's experience. By using the website, the User agrees that these types of cookies can be placed on your device.

These cookies allow the website to remember choices made (such as your user name, language or the region you are in) and provide enhanced, more personal features. These cookies can also be used to remember changes made to text size, fonts and other parts of web pages that can be customised. They may also be used to provide services asked for such as watching a video or commenting on a blog. The information these cookies collect may be anonymised and they cannot track browsing activity on other websites.

Third party cookies
These cookies allow third parties to track the success of their application or customise the application. Because of how cookies work they cannot be accessed, nor can the third parties access the data in cookies used on the site.

For example, if you choose to 'share' content through Twitter or other social networks you might be sent cookies from these websites. This website cannot control the setting of these cookies, so please check those websites for more information about their cookies and how to manage them.

Cookies Policy updated October 2019