

1. Introduction

The Assistant Collective is committed to protecting your personal data. This policy explains how we collect, use, store, and safeguard personal information in compliance with the Data Protection (Bailiwick of Guernsey) Law, 2017.

2. What Information We Collect

We may collect and process the following personal data:

- Contact information (e.g., name, email address, phone number)
- Business details (e.g., company name, address, services required)
- Billing information (e.g., invoice address, payment records)
- Communications (e.g., email correspondence, service instructions)
- Any other information you voluntarily provide during our engagement

3. How We Use Your Data

We use your data for the following purposes:

- To deliver the agreed support services
- To manage invoicing and payments
- To communicate with you regarding services or updates
- To comply with legal or regulatory obligations

4. Lawful Basis for Processing

We rely on the following lawful bases to process your personal data:

- Contractual obligation – to provide services as agreed
- Legal obligation – to comply with accounting and tax laws
- Legitimate interest – for efficient business administration
- Consent – where you have explicitly agreed (e.g., marketing opt-ins)

5. Sharing Your Information

We do not sell or rent your personal information. We may share data only with:

- Professional service providers (e.g., accountants or IT support) bound by confidentiality agreements
- Regulatory bodies or law enforcement, if required by law

6. Data Storage & Security

Your data is stored securely using appropriate physical, technical, and administrative safeguards. We take steps to protect it from loss, misuse, unauthorized access, disclosure, alteration, or destruction.

7. Data Retention

We retain personal data only as long as necessary for service delivery and legal obligations (e.g., financial records must be kept for 6 years under tax laws).

8. Your Rights

Under the Guernsey Data Protection Law, you have the right to:

- Access your personal data
- Request correction or deletion
- Object to or restrict processing
- Data portability (where applicable)
- Lodge a complaint with The Office of the Data Protection Authority (ODPA)

To exercise any of these rights, please contact us at:

Email: theassistantcollectivesy@gmail.com

9. Cookies

If our website uses cookies, we will provide a cookie notice outlining the types of cookies and your choices.

10. Changes to this Policy

We may update this policy occasionally. Any significant changes will be communicated to you directly or via our website.