

## Privacy Policy

This privacy policy is for this website [www.askavril.co.uk](http://www.askavril.co.uk) and served by Avril James, owner of Ask Avril Secretariat and governs the privacy of its users who choose to use it.

The policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the website and website owners. Furthermore, the way this website processes, stores and protects user data and information will also be detailed within this policy.

This privacy policy sets out how the Virtual PA Avril James owner of the business known as Ask Avril Secretariat uses and protects any information that you provide via this website.

Ask Avril Secretariat is committed to ensuring that your privacy is protected and any information collected from this website will only be used to reply to your enquiry.

Ask Avril may change or update this policy from time to time. You should check this page to ensure that you are happy with any changes which may have been made.

This policy is effective from 31st January 2018 and was updated on the 25<sup>th</sup> March 2025

### What we collect

We collect name, email and telephone number of prospective clients, via our contact form on this website. No other information is collected through this website.

### How we use cookies

This website uses cookies to better the users experience while visiting the website.

Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer/device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's compute /device.

Various cookies are in use, although I am unable to list them all. These are used to deliver Google Analytics service. These are: utma, \_\_utmb \_\_utmc \_\_utmv \_\_utmz

These cookies are used to store information, such as what time your current visit occurred, whether you have been to the site before, and what site referred you to the web page.

These cookies use your computer's IP address to know from where in the world you are accessing the Internet and where you are when visiting our website.

Google stores the information collected by these cookies on servers, some of which maybe located in the United States or the United Kingdom.

Google may transfer this information to third-parties where required to do so by law, or where such third-parties process the information on Google's behalf.

### Opt-out

To provide website visitors with more choice on how data is collected by Google Analytics, Google has developed the Google Analytics Opt-out Browser Add-on. The add-on communicates with the Google Analytics JavaScript (ga.js) to stop data being sent to Google Analytics. The Google Analytics Opt-out Browser Add-on does not affect usage of the website in any other way. A link to further information on the Google Analytics Opt-out Browser Add-on is provided below for your convenience.

<http://tools.google.com/dlpage/gaoptout?hl=None>

For more information on the usage of cookies by Google Analytics please see the Google website. A link to the privacy advice for this product is provided below for your convenience.

<http://www.google.com/analytics/learn/privacy.html>

### Disabling Cookies

If you would like to restrict the use of cookies you can control this in your Internet browser. Links to advice on how to do this for the most popular Internet browsers are provided below for convenience and will be available for the Internet browser of your choice either online or via the software help (normally available via key F1).

Internet Explorer

<http://windows.microsoft.com/en-GB/windows7/Block-enable-or-allow-cookies>

Google Chrome

[https://support.google.com/chrome/bin/answer.py?hl=en-GB&answer=95647&p=cpn\\_cookies](https://support.google.com/chrome/bin/answer.py?hl=en-GB&answer=95647&p=cpn_cookies)

Mozilla Firefox

<http://support.mozilla.org/en-US/kb/Blocking%20cookies>

Apple Safari

<http://docs.info.apple.com/article.html?artnum=32467>

### Contact & Communication

Users contacting this website, and/or its owners do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use, as detailed in the General Data Protection Regulations 2018. Every effort has been made to ensure a safe and secure form to email submission process but advise users using such form to email processes that they do so at their own risk.

This website and its owners use any information submitted to provide you with further information about the products/services they offer or to assist you in answering any questions or queries you may have submitted. We do not offer an email newsletter program

### Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### Personal Information

You may request details of personal information which we hold about you under the General Data Protection Regulations 2018. If you would like a copy of the information held on you please email us at [avril@askavril.co.uk](mailto:avril@askavril.co.uk)

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible. We will promptly correct any information found to be incorrect.

### **Email Newsletter**

This website does not operate an email newsletter program,