

Privacy Notice

Executive Virtual Admin Services (“we”, “us” or “our”) are committed to protecting your privacy.

In accordance with the General Data Protection Regulation (GDPR), effective from 25 May 2018, this privacy notice explains clearly and transparently what personal data we collect, how we use it, and under what circumstances we may share it with third parties.

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Who We Are

Future Summit specialises in providing remote administrative and business support to individuals, small businesses, and medium-sized enterprises.

Business Type: Sole Proprietor

Business Owner: Lisa Vezza

Business Address: 45 Lyminster Road, Littlehampton, BN17 7LF

For all aspects of personal information handling, we act as both the data controller and the data processor, as defined by the Information Commissioner’s Office (ICO).

How We Collect Information From You

We collect personal data through:

- Telephone conversations
- Email correspondence
- Our website

We encourage all customers to read this privacy notice in full before providing any personal data, to ensure confidence in how we handle information.

What Information We Collect

We only collect information necessary to deliver our services. This may include:

Personal Data

- Full name
- Email address
- Contact number(s)
- Address (home or office, as applicable)
- Payment details (credit/debit card information when payments are made via telephone)

Usage Data

- Website visit statistics, such as number of visits and approximate geographical location (via IP address).

Cookie Data

- Small files placed on your device that track preferences and online behaviour. For more details, please see our Cookie Policy.

Why We Need Your Data and How It's Used

Your personal data enables us to:

- Communicate with you regarding our services
- Provide updates and information relevant to our work together
- Process invoices and payments

Who We Share Your Data With

Occasionally, we may use third-party service providers to assist in delivering our services.

- We will always obtain your consent before sharing your information.
- We only partner with reputable third parties who comply with GDPR.
- Your details will never be sold or shared without your permission.

Disclosure of Your Data

We will never disclose your personal data publicly. The only exception would be in rare legal circumstances, such as:

- Assisting in the recovery of unpaid invoices
- Cooperating with law enforcement during criminal investigations

Safe Storage of Your Data

We take all reasonable measures to store your data securely.

- Where third-party storage (e.g., cloud services) is used, we rely on their security systems.
- While we select providers carefully, we cannot be held

responsible in the unlikely event of a third-party security breach.

Children's Privacy

Our services are intended for adults.

- We do not knowingly collect personal data from children under 18.
- If data is provided by a child, parental or guardian consent is required.

Your Rights

Under GDPR and the Data Protection Act 2018, you have the right to:

- Access, update, or delete your personal data
- Request rectification of inaccurate data
- Object to processing of your data
- Request portability of your data
- Withdraw consent at any time

Changes to This Privacy Notice

We may update this notice periodically.

- Where possible, we will notify you by email of significant changes.
- We recommend revisiting this notice occasionally to remain informed.

Complaints & Contact

If you have concerns about how we use your data, please contact us directly.

If you are dissatisfied with our response, you may raise a formal complaint with the Information Commissioner's Office (ICO). Contact details can be found on their official website: <https://ico.org.uk>