

# Privacy Policy

**123 Virtual Assistant** (referred to as “Company,” “us,” or “we”) recognizes that your privacy is important.

This Policy discloses the privacy practices for **123 Virtual Assistant’s** website (the “Site”), as well as related products and services we may offer to you (the “Service”). This Policy also covers how personal and other information that we receive or collect about you and your clients (“Clients”) is treated. Please read the information below to learn the following regarding your use of this Site.

We reserve the right to change this Privacy Policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account, by placing a prominent notice on our Site, and by updating any privacy information on this page. Your continued use of the Site and/or Services available through this Site after such modifications will constitute your:

- (a) acknowledgment of the modified Policy; and
- (b) agreement to abide and be bound by that Policy.

**IMPORTANT: BY USING THE SITE AND/OR OFFERINGS AVAILABLE ON THIS SITE, YOU CONSENT THAT ALL PERSONAL DATA YOU SUBMIT MAY BE PROCESSED BY US IN THE MANNER AND FOR THE PURPOSES DESCRIBED BELOW. IF YOU DO NOT AGREE TO THESE TERMS, DO NOT USE THE SITE.**

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## 1. Types of Information We Collect

To better provide you with our Service, we collect two types of information: **Personally Identifiable Information (PII)** and **Aggregate Information**.

### **Personally Identifiable Information:**

PII includes information that identifies who you are. When you engage in certain activities on this Site—such as registering for an account, purchasing a service, submitting content, posting publicly, or sending feedback—we may ask you to provide information such as:

- Name
- Email
- Address
- Phone number
- Employer/role
- Credit card information when purchasing services

### **Aggregate Information:**

Aggregate data doesn’t identify you personally. Examples include:

- The site you came from

- Browser type
  - Pages visited
  - Your IP address
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## 2. How We Collect and Use Information

**123 Virtual Assistant** does not collect PII unless you voluntarily provide it. You may be required to provide PII when:

- Registering for an account
- Uploading content or documents
- Sending an email to **info@123virtualassistant.com**